



Lancaster &
Morecambe
College

Employers Guide to

T-LEVELS

THE NEXT LEVEL QUALIFICATION





T Levels Explained

T Levels are new, government-backed, **career focused Level 3 qualifications for 16-to 19-year olds** (and up to age 24 for students who have an Education, Health and Care Plan). They are equivalent to **three A levels** and are also backed by hundreds of British businesses, who helped to design the courses.

Each two-year course has been designed with employers from multiple sectors and combines classroom study with a **45-day industry placement** to prepare learners for the world of work, or further study like a **higher-level apprenticeship** or **university**.

One T Level is equivalent to three A levels and the course lasts for **two years**. They are a **vocational alternative to A levels** (because they focus on industry) and include practical study as well as classroom learning. They differ from apprenticeships because the study and working time is reversed. Learners usually spend 80% of their time in classroom and 20% of their time 'on the job' gaining experience over the duration of the industry placement.

T Levels are recognised by universities, so learners can progress onto higher level study should they wish. Universities and colleges have been provided with a range of information to help understand the skills developed as part of a T Level.

UCAS Tariff points	T Level overall grade	A Level
168	Distinction* (A* on the core and distinction in the occupational specialism)	AAA*
144	Distinction	AAA
120	Merit	BBB
96	Pass (C or above on the core)	CCC
72	Pass (D or E on the core)	DDD

T-LEVELS

T-LEVELS

THE NEXT LEVEL QUALIFICATION

How are T Levels different to other post-16 options?

T Levels are one of the main choices for students **after GCSE** alongside:

- **Apprenticeships** for students who wish to learn a specific occupation 'on the job'
- **A levels** for students who wish to do academic education
- **Vocational courses** available in certain subject areas

Reforms to technical education aim to streamline the qualifications available, simplifying the landscape for students, parents, teachers and employers. **T Levels aims to raise the prestige of technical education.** These high-quality qualifications will ensure students have the skills and knowledge businesses are looking for.

T Levels are part of a drive to strengthen the technical education system in England and give young people the **knowledge and skills they need to gain good jobs.** Many employers talk about a skills gap, meaning they can't get the technically trained people they need to fill key roles.

T Levels develop these technical skills by combining theoretical knowledge with practical application, working with employers to shape the courses and **prepare young people for today's job market.**

Advantages of taking T Levels

- T Levels can **offer a clear path to employment.** They are ideal for students who enjoy learning through practical experience and real-life.
- The industry placement provides **first-hand work experience** which is hugely beneficial to students, enabling them to get a feel for what it is like in the world of work. The placement can result in some students being offered jobs after they have completed their T Level and for those going on to higher education, their work experience will be impressive on their application.
- Businesses also really value **transferable skills** because they are essential to running a business well. Examples include **communication**, and **teamwork.**
- T Levels are an exciting new option that provide a recognised qualification tailored to industry skills and needs. They are more substantial than most technical qualifications, with longer teaching time, and more occupationally focused skills and knowledge which have been set by employers as essential for employment.

What subject choices are there?

At Lancaster & Morecambe College there are **five T Level subjects available from September 2024,** all which relate directly to workplace careers.

The subjects are:

- **Education & Early Years**
- **Animal Management**
- **Health**
- **Management & Administration**
- **Design & Development for Engineering & Manufacturing**
- **Engineering & Manufacturing - Maintenance, Installation and Repair - Mechanical**

Link: [T Level subjects | T Levels](#)

Career focused learning – Industry placements

Industry placements comprise of a student, on a course relevant to your business, spending a **minimum of 45-days in the workplace** (315 hours) dependent upon occupational specialism pathway. The **Education & Childcare T Level**; Early Years Educator pathway has a **750-hour minimum** requirement.

The industry placement allows learners the opportunity to put the skills and knowledge they have learnt in the classroom into practice within the workplace.

The industry placement is designed to help the learner:

- **Find out more** about the career opportunities open to them
- **Build essential skills**, such as teamwork and communication, for their future employment, and help them become work ready
- Put their skills and knowledge into practice in the real world of work, and **build contacts with employers**

This understanding of the real world of work is incredibly valuable. As well as helping the learner to **make more informed choices** about their career pathway, they will gain experience that employers look for when it comes to hiring.

A T Level would be appropriate for a learner who would **prefer a practical approach to learning**, but still wants to remain predominantly in the classroom and wants to work towards a skilled occupation.

Benefits of T Level industry placements

Offering an industry placement in your business can support you by offering early access to a talent pipeline for entry-level positions.

The benefits to employers are:

- It can **attract motivated young people** to your business, bringing in imaginative and new ideas
- It can help **address local and national skills gaps** by helping young people develop the skills your industry needs
- It can help **develop existing staff's mentoring** and management skills. Placements create opportunities for staff to act as buddies, coaches or line managers to students
- It can **build a more diverse and creative workforce**. Industry placements create opportunities for a diverse range of 16-19-year olds. Diversity can help increase innovation and creativity
- It can play an important role in the local community. Having a T Level student on placement can create a '**shared-value**' and are a way of benefiting the young people within the community
- It can help **provide extra help** with projects, in an environment where staff are doing multiple roles and struggling to meet difficult deadlines
- It can help **build partnership working** with local education providers
- It can **save recruitment costs** by providing the opportunity to see what the young person can offer, on a no obligation employment basis

T-LEVELS

Placement details

Timings of the placement can be organised in line with the normal requirements of the industry, which may be outside of academic timetabled hours but must **align with Working Time Regulations**.

To be successful in completing their placement students must demonstrate sufficient progress towards their learning goals, work directly to an external employer and have been on placement for the minimum number of hours.

As with any new starter, there will be some planning and paperwork, however the **College will support** you with the practical and **administrative tasks** to help make the process as streamlined as possible. This will include organising the student selection process, arranging the review meetings, guiding you through the relevant paperwork and advising on reasonable adjustments. We will also support you to make sure you are complying with the health and safety guidelines prior to, and during the placement.

You will work with us to **plan the content of the placement**, to determine the main objectives and key activities students will undertake during their placement.

A placement can be **split across two employers**, where this is considered necessary for breadth of content and is beneficial to students.

The student should be allocated **an appropriate line manager** and / or supervisor. They must have the capacity to hold regular meetings with students to provide them with feedback, provide day-to-day supervision and attend the formal review meetings with the College during the placement.

Employer responsibilities

Employers have a responsibility to the learners to ensure they are **safe from harm** at all times. Students should be treated with the same degree of professionalism and duty of care as regular employees. Legal obligations under the Equality Act 2010 apply.

All employers are expected to:

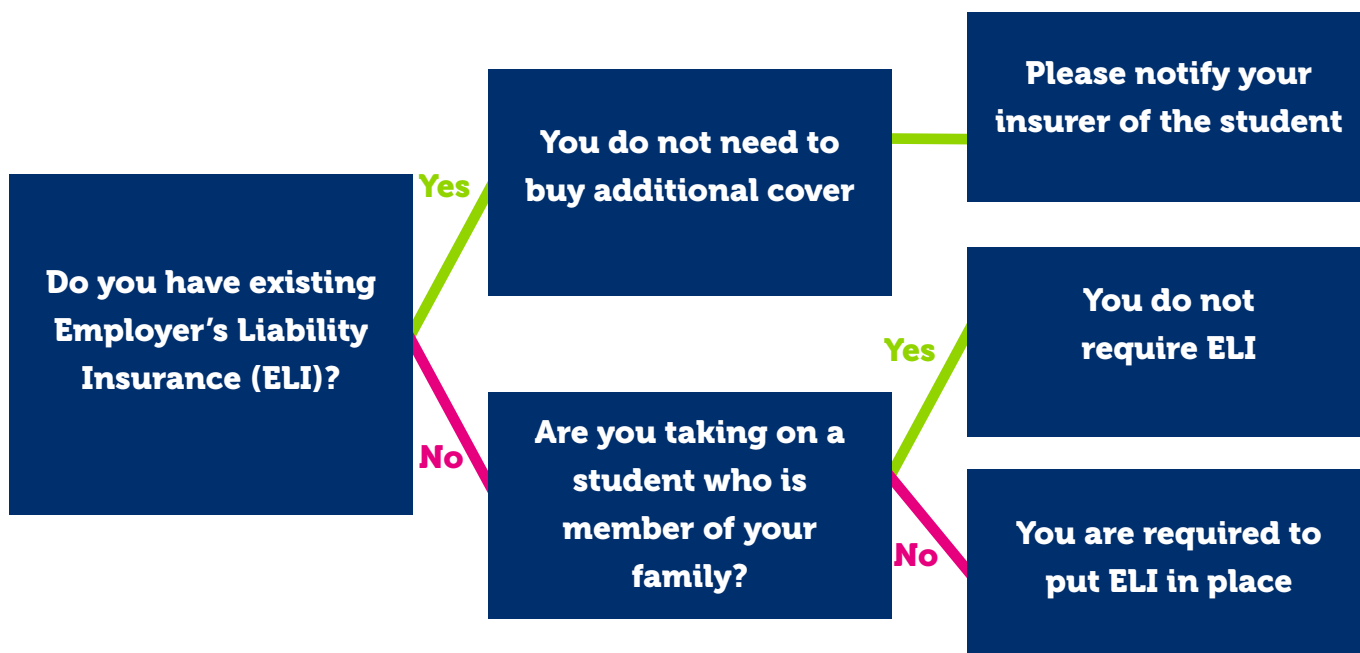
- Provide a safe working and welcoming learning environment
- Provide a meaningful placement experience
- Provide an induction which explains relevant policies and procedures
- Provide appropriate training and supervision
- Allow opportunities for the students to develop their technical skills
- Provide an allocated mentor to support and supervise the learner
- Provide feedback on the student's progress
- Have a zero-tolerance policy of bullying and harassment
- Report all incidents to the provider
- Be alert to the possibility of physical / emotional abuse among employees and students
- Ensure that any agreed reasonable adjustments have been put in place
- Not use any language or behaviour in a manner which is discriminatory

By complying with the health and safety legislation and having **up-to-date Employer's Liability and Public Liability insurance**, you will be covered for any potential loss or liability caused by or to the student in relation to the placement. If the industry placement student is doing work that falls within normal business practice and you have up-to-date insurance, then you do not need additional cover. If you are unsure as to whether the work the student is undertaking counts as normal business practice, then you should talk to your insurance company.

Because the student will be working with you for longer than a two-week period, you should notify your insurer about the placement. The risks of taking on an industrial placement student are the same as taking on any other employee.

The College will check the existence of your policies and procedures, and may carry out a site visit before the placement to ensure a safe and proper environment. The College will be in regular contact with you and the student throughout the placement.

If you do not have Employers Liability Insurance, you should consult the flowchart below.



Safeguarding guidance

The College is responsible for **safeguarding and promoting the welfare of students** on industrial placements.

The College will advise on any safeguarding concerns that may arise during the placement and provide you with the student safeguarding contact.

Adult members of staff working with young people (under 18) must be made aware of potentially difficult situations, such as unnecessary close contact, or being in an isolated closed environment.

The College may ask that staff supervising young people aged 16 or 17, to obtain an enhanced DBS check. Generally, employers do not need to carry out DBS checks on staff supervising young people, but where a student may be vulnerable (due to SEND or being looked after in care), or where a student is likely to be regularly alone with the adult as part of their work, it may be necessary. This is not a legal requirement but can be requested at the discretion of the College.

A student may need an enhanced DBS check before starting an industry placement in certain sectors. This will be undertaken by the College prior to the placement starting.

The Prevent Duty concerns the duty of education providers to prevent their students being drawn into terrorism and remains the College's responsibility during the industry placement. We ask that employers assist with the duty by being observant of the risk and reporting in any concerns.

Health and safety guidance

As an employer, it is your responsibility to stay up to date with Health and Safety legislation. The Health and Safety Executive (HSE) guidance on work experience covers education providers and employer responsibilities and is relevant to industry placements.

The College and the employer have a shared duty of care for the student. With respect to health and safety in the workplace, the duty of care rests with the employer but the College will ensure checks are made as part of their safeguarding duties.

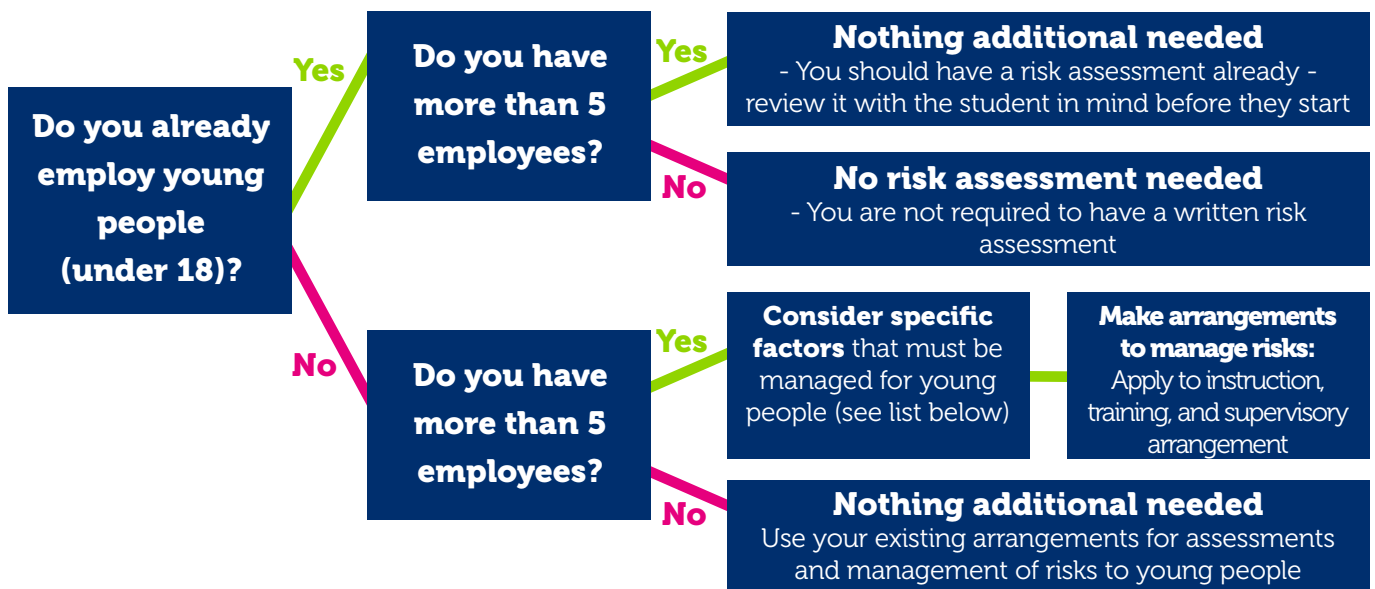
Link: [Young workers - HSE](#)

If there is any kind of accident in the workplace, employers are required by law to act swiftly and record the incident in the accident book. If the incident was severe in nature or involved diseases, or dangerous occurrences, employers are legally required to report it via RIDDOR.

If the student is involved in an accident, the employer must inform the College.

Link - [Reporting of Injuries, Diseases & Dangerous Occurrences RIDDOR \(hse.gov.uk\)](#)

Not all companies will need to complete a new risk assessment when the student joins the organisation. The flowchart below helps indicate the risk assessment requirements.



What if a learner doesn't have the entry requirements or needs more time to prepare for a T Level?

T Levels give young people a great head start in the field they'd like to work in. Many will move to studying a T Level straight after their GCSEs.

Other young people may benefit from more time to get ready to study a T Level. The Transition Programme has been created for just this purpose.

Lasting a year, the T Level Transition Programme can give a student the relevant knowledge, practical and study skills they need to then begin the T Level course of their choosing.

This T Level foundation year is available at Lancaster & Morecambe College in the following subjects:

- **Education & Early Years**
- **Health**



Students will also have to study maths and English if they have not already achieved a grade 4 at GCSE. Students on the T Level transition programme will also take part in meaningful industry experience to allow them to develop the preparatory skills needed for the T Level.

Are there any restrictions to the working hours students can do on their placements?

Placements should be organised in line with the normal requirements of the industry, which may be outside the academic timetable. Placement hours must align with the Working Time Regulations, particularly if students are undertaking a block placement, where they could be working the equivalent of full-time hours.

We will plan placements to ensure students are not exceeding the maximum number of allowable daily hours and consider students' independence and classroom-based study time as well as their outside responsibilities. Students must:

- Be limited to 8 hours of working time a day and 40 hours maximum per week
- Not be permitted to work between 10pm and 6am
- Have a 12-hour rest period between each working day
- Have a 30-minute rest break if working for more than 4.5 hours
- Have 2 days weekly rest

What are the additional responsibilities regarding students with Special Educational Needs or Disabilities (SEND)?

Students may have SEND, which could range from dyslexia to a physical disability, to being on the autistic spectrum. The College will help the learner to prepare for the placement, and make sure they are ready and fully supported to enter the workplace. You will be informed of the specific needs of individual students and you should consider any reasonable adjustments before the placement begins and keep them under review during the placement. The College can support with these considerations.

Link: [Supporting industry placement students with special educational needs and disabilities – T Levels and industry placement support for employers](#)

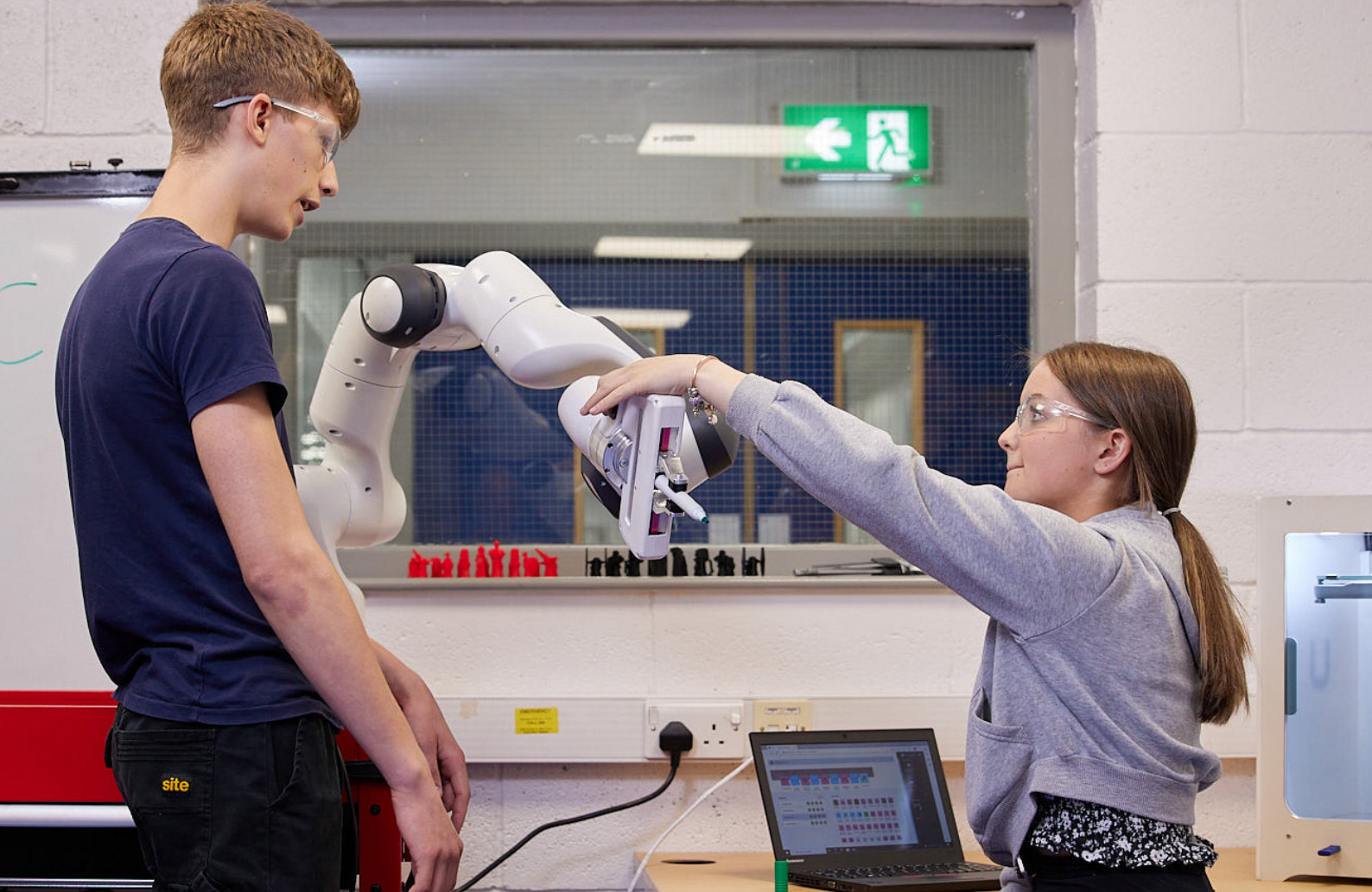
What should a student's induction involve?

Students should be given a full workplace induction on day one of the placement to cover all health and safety aspects of the workplace. Employers should outline the organisation's policies and procedures that students must adhere to whilst on the working premises. Students can also undertake mandatory work-based training that other employees would usually complete to help with their induction into the organisation.

A standard health and safety induction might include:

- Name and location of the person responsible for health and safety
- Name and location of the person responsible for first aid
- Location of first aid box and accident book
- Correct and safe use of any new equipment
- Explanation of student's responsibilities in case of emergency
- Location of fire exits and procedures
- Explanation of particular work-based hazards
- Consequences of breaching health and safety regulations
- Procedure for reporting accidents
- Procedure for reporting hazards

If the employers organisation is considered 'high-risk' there should already be control measures in place for mitigating risks to employees. Employers may want to consider whether they need to do anything further to control the risks for young people – perhaps involving dedicated supervision. Full training and supervision should be given to the student before they start using any heavy or dangerous equipment or machinery. There may be a minimum legal age limit for operating some of these. Employers should check that a student is old enough to use a piece of equipment or machinery before providing training.



How should I track students' performance and progress?

The student will have timesheets that must be completed. The line manager can check these to ensure they are a true reflection of the hours worked.

The College will conduct a minimum of 3 review meetings with their students during their placement to check their welfare and monitor progress towards their learning goals. These should be constructive conversations and the line manager should also be present and prepared to discuss how the student is performing, based on their observations. It is good practice for line managers to provide students with constructive feedback throughout the placement.

T-LEVELS

What should I do if students are underperforming and not making the expected progress?

Where students are not meeting the conditions set out in their industry placement agreement or where you have concerns about their progress, you should contact the College as early as possible to agree a course of action. The College will act to resolve any issues quickly and with full transparency, so students are clear about the necessary areas for improvement.

If you have concerns regarding a student's timekeeping or attendance you should raise this with the College as soon as possible. Students will be advised to inform their line manager if they are off sick and unable to attend their placement. Up to 35 hours sickness over the duration of the placement can be included in their total placement hours.

If a student has consistently poor behaviour you should contact the College as soon as possible so that issues can be addressed promptly. The College will manage these issues through its behaviour policy.

How are students addressed as completing their placements?

In order to complete their placements, students must demonstrate sufficient progress towards their learning goals, have worked directly with an external employer, and have been on placement for the minimum number of hours for that particular T Level. You will be asked to sign a completion declaration form to confirm the student has met all their completion criteria.

Can I offer students a paid job / apprenticeship?

It is very important that students complete their industrial placement alongside all other T Level components and be awarded a T Level certificate for their onward progression, so please allow students to finish their T Level before starting a paid position or an apprenticeship.

If your organisation is looking for talent in Childcare & Education, Management & Administration or Health, and can offer support and mentoring to a young person, you can start offering industrial placement now.

For further information

Health and Education & Early Years

Please contact the **Curriculum teams** on **01524 521351**

Paloma Vera, T Level Industrial Placement Coordinator on **01524 521550**

p.vera@lmc.ac.uk

Animal Management

Nicky Dickinson, T Level Industrial Placement Coordinator on **01524 521370**

n.dickinson@lmc.ac.uk

Engineering

Jessica Mitchell, T Level Industrial Placement Coordinator on **01524 521243**

j.mitchell@lmc.ac.uk

To find out more about our T Level offer at LMC, please visit

lmc.ac.uk/courses/t-levels



Frequently asked questions

Q: How can I make sure I get suitable students?

A: We will ensure students are suitably prepared to enter the workplace before they start their industry placement. This includes having a good understanding of professional standards of behaviour and attitude they need to display on their placement and the importance of adhering to company policies and procedures. We will work together to ensure we find the best learner for your organisation. We would love employers to be involved in this process, for example as part of the interview process.

All students participating in industry placements will go through preparation sessions at college. This helps develop:

- Employability skills, professional behaviours and attitudes
- Knowledge and technical skills

The industry placement component of the T Level is the unique selling point for students. Students understand the importance of using the placement to develop their skills and knowledge and show their potential to prospective employers, and as an important addition to their CV.

T Level students must have demonstrated a firm commitment to completing their industrial placement when enrolling on their course. In advance of the placement, students will have undertaken work placement preparation and have a clear understanding of the progress they must make towards their learning goals during their placement to complete it successfully and therefore achieve their overall T Level.

T-LEVELS

T-LEVELS

THE NEXT LEVEL QUALIFICATION

Q: Do I need to pay the learner whilst they undertake their industry placement?

A: You do not need to pay to take on a T Level student for a placement. You can decide whether or not to pay the learner, and how much.

You can choose to contribute towards the cost of students' travel, lunch and clothing / equipment. This is entirely up to you.

Q: How are industry placements different to work experience?

A: Work experience has previously involved a student being with an employer for one or two weeks with time spent mainly following and observing. Industry placements are for a minimum of 45-days (depending upon occupational specialism), and are for students on a relevant course who will have the technical skills, knowledge and time to add value to your business.

Q: What support will I receive?

A: The College will help you to set up the placement, from dealing with administration to helping you find the right student.

Once the placement begins, the College will continue to provide support to both you and the learner. You will have details of the dedicated work placement coordinator and the learner's course manager. They are contactable via phone and email during college opening hours.

Resources

Click the links below for more guidance

- [T Levels and industry placement support for employers](#)
- [T Level industry placements employer guide](#)
- [T Levels-Guidance-WorkingWithIndustryPlacementStudents](#)
- [T Levels-Guidance-HealthSafetySafeguardingInsurance](#)



Lancaster &
Morecambe
College

Morecambe Road, Lancaster LA1 2TY

lmc.ac.uk

