

T Level Industry Placements: Starter Kit for Coordinators

Click on the bold text in each step to access the relevant documents and move through each stage of the starter kit. Once complete, add a tick to the box to track progress over time. Don't forget to save your document each time!

Step 1

Familiarise yourself with the **T Level Employer Guide**

The T Level Employer Guide has been put together for coordinators and teams involved with T Level industry placements. It will help you understand the requirements and responsibilities when hosting industry placements.



Complete

Step 2

Use the **Industry Placement Requirement Checklist**

The checklist will help to establish the mandatory requirements and paperwork the provider will need. You may need to involve colleagues in HR and health & safety departments in the institution. Remember to save all the mandatory documentation in a dedicated T Level Industry Placement folder, to make coordinating future placements more efficient.



Complete

Step 3

Read over the **Health and Safety, Insurance and Safeguarding Guidance**

This guidance will help to understand requirements with regards to, health and safety, risk assessments and safeguarding. It may be worthwhile sharing this with health & safety leads in the departments considering hosting the industry placements.



Complete

Step 4

Look through **Annex G Employer Due Diligence Checklist**

Providers will ask for this checklist to be completed before placements commence. They may send over a slightly different version but get a head start by reviewing and completing it early in your journey. Remember to save it.



Complete

Step 5

Read over **Annex E Industry Placement Agreement**

Providers will need to collaborate with the student's line manager and the student to complete the agreement before the placement commences. They may send over a slightly different version but get a head start by reviewing it early in your journey.

Page 2 of the agreement, will document the typical activities students may carry out in the workplace and the learning goals they will work towards. More information can be found in the **Starter kit for line managers**.

Page 3-5 clearly lists the roles, responsibilities and behaviours expected and agreed to by the student and their parent/guardian. It is good practice to refer to these during the placement.



Complete