

T-LEVELS

THE NEXT LEVEL QUALIFICATION

PLANNING INDUSTRY PLACEMENTS

***A GUIDE AND TOOL FOR EDUCATION
PROVIDERS ON WHAT TO CONSIDER
WHEN PLANNING INDUSTRY
PLACEMENTS***



HM Government

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OVERVIEW

The work plan below shows some suggested tasks that you may want to consider when planning the industry placement programme. It includes timings and people involved, and it covers both the period before placements start and during the course of the placement programme. These are general guidelines based on good practice from providers who received Capacity and Delivery Funding in the 2018 to 2019 academic year, as well as providers who took part in the industry placement pilot in 2017 to 2018.

The Appendix features an example of a timeline based on a block model which can also be referred to.

	TIMING	TASK	BY WHO
Before	<i>12-9 months before placements start</i>	Identify courses which will involve industry placements	Senior Leadership Team (SLT)
	<i>12-9 months before placements start</i>	<ul style="list-style-type: none"> Plan staffing structure (how many industry placement coordinators? Job descriptions, recruitment process, line managers...) Recruit new staff if needed Agree relationship between Apprenticeships and Industry Placement teams 	Senior Leadership Team (SLT)
	<i>12-9 months before placements start</i>	<ul style="list-style-type: none"> Create employer engagement strategy, including marketing material, how to "sell" the new extended placements Agree strategy of collaboration with apprenticeship offer Set up CRM to log contact with employers Launch employer engagement strategy 	Senior Leadership Team (SLT)/ Industry Placement team

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<i>12-9 months before placements start</i>	<p>Plan internal processes:</p> <ul style="list-style-type: none"> • Data collection (which data do you need to capture and how?) • Policies e.g. dealing with student refusal, caring responsibilities, part time jobs, travel arrangements, length of working day • Adjustments for SEND students • Set KPIs 	Senior Leadership Team (SLT)
<i>12-9 months before placements start</i>	<p>Plan student preparation activities content, soft skills and behaviour, including:</p> <ul style="list-style-type: none"> • expectation management, • travel training; • knowledge & technical skills and skills to secure an industry placement, e.g. CV writing, interview skills 	Senior Leadership Team (SLT)/ careers department/ tutors/ Industry Placement team
<i>12-9 months before placements start</i>	<ul style="list-style-type: none"> • Launch with curriculum staff • Plan timing and duration of industry placement (start dates, day release, blocks...) to fit with curriculum plans and maths and English 	Senior Leadership Team (SLT) / Industry Placement team
<i>12-9 months before placements start</i>	Market industry placements to prospective new students via brochures, websites, assessment and interviews	Senior Leadership Team (SLT) / Marketing departments / Curriculum staff
<i>6-3 months before placements start</i>	Launch with parents/guardians and students	Senior Leadership Team (SLT) / Industry Placement team
<i>6-3 months before placements start</i>	Assess student readiness	Industry Placement team/ tutors



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<i>6-3 months before placements start</i>	Deliver student preparation	Industry Placement team/tutors
<i>1-2 months before placement start</i>	Assess student readiness after student preparation	Industry Placement team/tutors
<i>1-2 months before placements start</i>	1:1 meetings with students to discuss interests, skills, any potential barriers (part time jobs, caring responsibilities)	Industry Placement team/tutors
<i>1-2 months before placements start</i>	Carry out employer checks: H&S, employer liability insurance, risk assessments	Industry Placement team
<i>1-2 months before placements start</i>	<ul style="list-style-type: none"> • Agree clear job descriptions with employers • Advertise placement opportunities to students 	Industry Placement team/tutors
<i>6 weeks before placements start</i>	Matching students to employers (factor in time for interviews, informal meetings...)	Industry Placement team/tutors
<i>5-3 weeks before placements start</i>	Provide employers with a named contact at college/provider as point of contact	Industry Placement team
<i>2 weeks before placements start</i>	Populate students' industry placements agreements and issue students logbooks	Industry Placement team/tutors
<i>2 weeks before start date</i>	Sign industry placements agreements	Industry Placement team
<i>2 weeks before start date</i>	Finalise and confirm start dates	Industry Placement team
<i>Ongoing</i>	Employers engagement: meetings, phone calls to sign employers up	Industry Placement team



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<i>During</i>	<i>Ongoing</i>	Monitor students' attendance: have a plan in place for employers to promptly flag up students' absences	Industry Placement team/tutors
	<i>Ongoing</i>	Fortnightly catch ups/ 1:1s with students to address any problems and assess progress	Industry Placement team/tutors
	<i>At placement midpoint</i>	Mid-point review of student at industry placement	Industry Placement team/tutors
	<i>At the end of industry placement</i>	Final review of students	Industry Placement team/tutors
	<i>At the end of industry placement</i>	Final feedback session	Industry Placement team/tutors
<i>After</i>	<i>After placements conclude</i>	<ul style="list-style-type: none"> • Ensure employer provides reference for student • Support student to update CV to include industry placement experience • Host a Celebration Event or Graduation Event for students and employers (and parents) to collect certificates and acknowledgments and share what they have gained (could be used as promotion for the coming year) 	SLT/Industry Placement team/tutors

Preparing well in advance of industry placements starting can help to foresee any issues which may occur: such as timetable clashes for certain courses, or intense workload periods for students. Systematic planning can also help to reduce stress for placement coordinators.

Well-planned placements should reduce (and hopefully eliminate) the number of students who are unable to complete. Feedback from education providers during CDF funding and pilot highlighted the following issues which could have been overcome with adequate planning:

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- Some students were financially supporting the rest of their family with part-time jobs. These jobs took precedence over their industry placement, so any timing clashes between the two, resulted in a non-completion of the placement.
- Students intending to apply for university were less inclined to attend or complete their industry placements. This tendency was particularly prevalent within certain courses or curriculum areas.
- For some providers, there was a lack of communication between the industry placement co-ordinators and the timetabling staff, meaning that some clashes occurred for students in certain subject areas.

CASE STUDY: COMMUNICATING REGULARLY WITH THE CURRICULUM TEAMS

Some education providers have overcome the above setbacks by communicating regularly with the curriculum teams in order to assist students to timetable placements appropriately. In some instances, this involved a change in placement days or allowing the students to attend their placement on half days. There were often times that the project plan had to change to accommodate students bound for university to allow them to focus on their studies. The implementation of early project plans is now in place, so all parties know what is planned and how to deliver, manage and support it.



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CASE STUDY: INITIAL STAFF MEETINGS

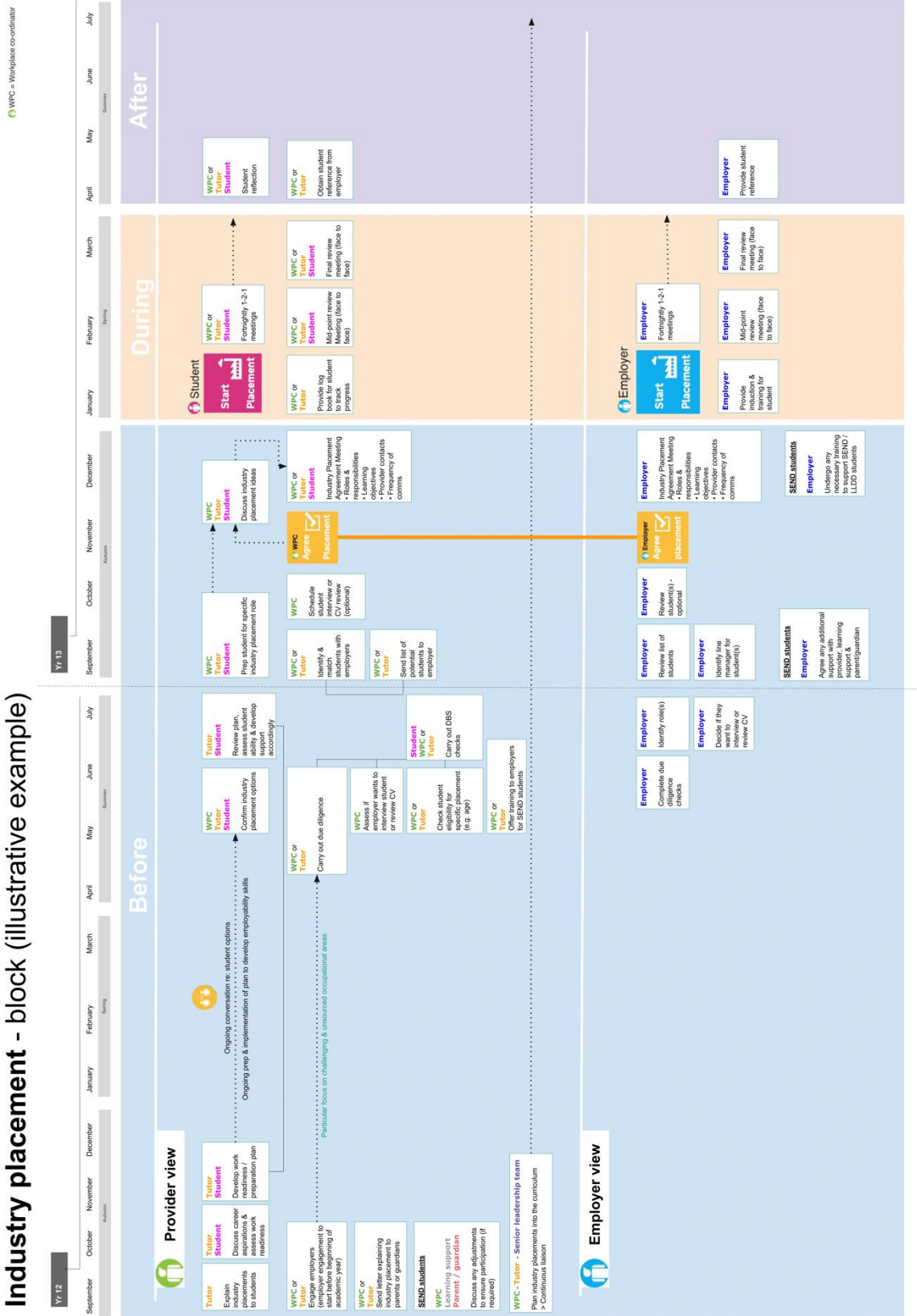
The employer engagement team at one provider reported that:

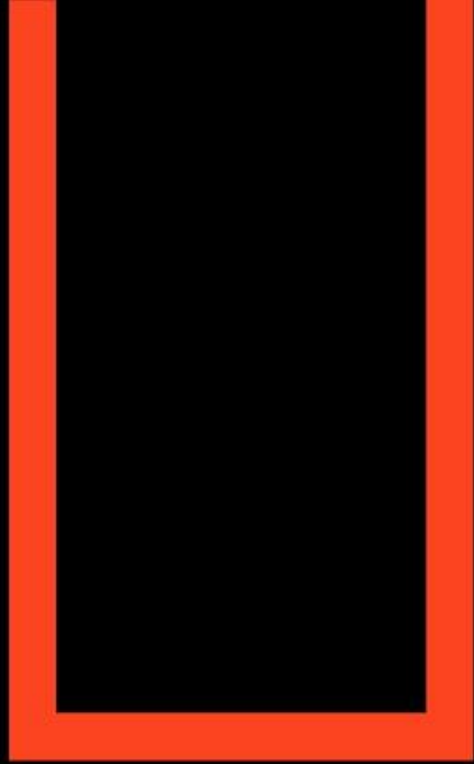
"[The industry placements programme] has been a success due to the planning and preparation completed prior to the student start dates. This included, in the first instance, meetings with senior management [of the employers] and head/managers of adult services. This raised the profile of the project and actively encouraged settings, social workers and staff to develop working relationships to ensure its success. All parties having clear expectations and understanding of the project aims prior to developing student implementation plans has enabled the project to run to the agreed timeline."



APPENDIX: EXAMPLE WORK PLAN

Industry placement - block (illustrative example)





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Industry placements are a core part of the T Level courses.
Visit www.tlevels.gov.uk.

