# Annex H: Student completion declaration form

**INDUSTRY PLACEMENT STUDENT COMPLETION DECLARATION**

|  |  |
| --- | --- |
| **Institution name:** |  |
| **Student name:** |  |
| **Student T Level:** |  |
| **Student occupational specialism:** |  |
| **Employer contact name:**  |  |

I confirm that the student has met all the T Level industry placement completion criteria listed below.

1. The student has demonstrated progress towards their learning goals
2. The student has fulfilled the minimum 315-hour requirement
3. The student has undertaken their placement in an external workplace, except for students with SEND or those in Young Offender Institutions where alternative approaches can be applied, and that was occupationally relevant to their T Level specialism

I also confirm that:

* The industry placement has been delivered in accordance with the guidelines set out in the industry placement delivery guidance
* I have input the relevant data on the Manage T Level results service to ensure the student’s record reflects that the industry placement component of the T Level is complete or complete with special considerations
* I am aware that this document must be kept for audit purposes alongside the other required documentation, such as the industry placement agreement, learning goals and a record of student progress, logbook, and employer appraisal

|  |
| --- |
| **In signing this declaration form, you are confirming that all the information contained in this form is up to date and factual to the best of your knowledge.**  |

**Name (provider):** …………………………………… **Date:** ...................................

**Signature:** …………………………………….……….. **Position in organisation:** .........................

**Name (employer):** …………………………………… **Date:** ..................................................................

**Signature:** …………………………………….……….. **Position in organisation:** .........................