# Annex I: Industry placement continuation notification form

**Industry placement notification form**

**STUDENT PLACEMENT CONTINUATION**

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

**I confirm that I have granted permission for the student to extend their placement hours beyond the 2-year T Level programme because they have not met the industry placement completion criteria within the 2-year T Level programme as follows:**

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 it was occupationally relevant to their T Level occupational specialism

I also confirm that:

* The student has agreed to return and complete their industry placement within 2 years following the end date of their T Level programme, to receive their full T Level certificate
* I have made arrangements for the student to complete their industry placement hours with the same employer or with an alternative employer,
* I have updated the required fields on the Individualised Learner Record (ILR) or School Census to ensure that the placement status is marked as ‘pending’
* I have input the relevant data to indicate on the Manage T Level results service that the industry placement is yet to be completed.
* I understand that if the placement status is changed to ‘complete’ before 31 October following completion of the T Level, students will receive their T Level certificate at the same time as their peers
* I am aware that this document must be kept for audit purposes

|  |
| --- |
| **In signing this form, you are confirming that you agree to the statements above.**  |

**Name:** …………………………………………………...**Date:**..................................................................

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

(Student’s tutor)

**Name:** …………………………………………………...**Date:**.................................................................

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

(Member of the Senior Leadership Team)

**Name:** …………………………………………………...**Date:**..................................................................

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

(Student’s parent/carer)