

Industry placement funding

Guide for 16 to 19 providers completing the industry placement capacity and delivery fund (CDF) implementation plan for the 2021 to 2022 academic year

November 2020

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# Introduction

The capacity and delivery fund (CDF) is to help providers facilitate the build-up of capacity and capability to deliver substantial industry placements in the 2021 to 2022 academic year. The placements are for students on vocational and technical study programmes at level 2 and level 3.

The CDF funding is additional to the mainstream 16 to 19 funding allocation, which is allocated based on planned hours for qualifications and employability, enrichment and pastoral (EEP) hours. The industry placements funded through CDF must be delivered on top of the usual planned hours.

This funding will allow for the development of students on vocational programmes related to future T Level sectors to undertake a substantial industry placement. This will allow providers to build the capacity for placement delivery that they will need in the future as they start to deliver T Levels.

This implementation plan guidance is for providers wishing to receive a capacity CDF allocation for the first time in the 2021 to 2022 academic year. CDF allocations made for the 2021 to 2022 academic year will be based on the number of qualifying students enrolled with each provider in the 2019 to 2020 academic year. If your implementation plan is assessed as complete but your 2019 to 2020 academic year data shows that you do not have any qualifying students, then a CDF allocation will not be made.

**Providers that have had their 2020 to 2021 CDF allocation confirmed do not need to complete a new implementation plan. These providers are required to complete monitoring reports, the** [**guidance**](https://www.gov.uk/guidance/industry-placements-capacity-and-delivery-fund-cdf-for-providers-delivering-in-2020-to-2021-academic-year) **for which can be found on GOV.UK.**

To receive an allocation for the CDF, providers must submit an implementation plan to encompass the 2021 to 2022 academic year and future years subject to funding availability. In this plan providers will be asked to describe how the CDF funding will be used to build capacity and deliver industry placements in the 2021 to 2021 academic year.

The implementation plan has been created using Microsoft Excel. A copy of the implementation plan can be found by double clicking on the attachment below.

**Implementation plan template for completion**



We advise you to download a copy of the implementation plan, complete all the relevant sections and then save a copy in the following file path name “**UPIN\_Provider Name**” for example “**123456\_The College of London**”.

Completed implementation plans must be returned in excel only, a word version of your implementation plan will not be acceptable and will not be assessed.

Completed implementation plans must be emailed to the [ESFA enquiry service](https://form.education.gov.uk/fillform.php?self=1&form_id=HR41uA2F8Dh&type=form&ShowMsg=1&form_name=Knowledge+centre+enquiry+form&noRegister=false&ret=%2Fmodule%2Fservices&noLoginPrompt=1) by the deadline of **midnight 8 December 2020**. When emailing your implementation plan, please add “**Implementation plan for the 2021 to 2022 academic year**” in the subject header. You will receive acknowledgement that your implementation plan has been received by our enquiry service. The acknowledgement email will be sent back to the person that submitted the implementation plan.

Information on how we [have identified the providers eligible for CDF funding and further background information](https://www.gov.uk/guidance/applying-for-and-delivering-industry-placements-capacity-and-delivery-fund-cdf-for-the-2021-to-2022-academic-year) is available on GOV.UK. Providers can apply for CDF with no minimum Ofsted grade threshold.

We have also outlined the [core industry placement principles](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/896871/Annex_A_different_models_and_approaches_to_delivery.pdf) that we expect all providers to adopt for the delivery of industry placements.

Providers wishing to deliver T Levels in the future may wish to consider applying for CDF in this round. This will enable providers to invest in building the capacity and capability to deliver industry placements as part of T Levels in future.

Resources for supporting industry placement delivery can be found on the [AoC website](https://www.aoc.co.uk/teaching-and-learning/t-level/industry-placements-guidance-resources). Providers delivering industry placements in the 2021 to 2022 academic year may find these resources useful.

# How to complete the implementation plan template

Providers who wish to apply for CDF must complete an implementation plan. Completed implementation plans must demonstrate:

* how you would make the best use of the funds you are allocated, by building capacity to enhance delivery and engage with employers, ensuring that your industry placements [adhere to the principles](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/802703/Industry_placements_policy_update.pdf) set out in our guidance
* your short and medium-term plans for building capacity as well as the number of industry placements you will arrange for your students
* how you will work with students to make sure they are ready to complete a successful industry placement
* how this additional funding will lead to high quality industry placements for students

The relevant sections must be answered fully. Each question has a specific word count limit, the word count limit is specified next to each question. You will receive an error message if you exceed the word count limit.

Implementation plans can be completed in one sitting, or you may wish to save a copy and return to it later. You may find it useful to collate all your information and data ahead of completing the implementation plan. Once your implementation plan is completed, you will need to confirm that the Accounting Officer has agreed and signed off the plan before it is submitted.

## Implementation plan template for all providers

All providers must complete sections 1 to 3. All fields are compulsory, should any question not be completed your plan will be assessed as incomplete and may be withdrawn at this point.

## Additional questions for providers with an Ofsted grade of requires improvement, inadequate or insufficient progress

All providers with an Ofsted grade of requires improvement, inadequate or insufficient progress must also complete section 4. This will enable us to make sure that the quality aspects of industry placement delivery have been fully considered by you when drawing up your implementation plan.

## Forthcoming mergers or provider name changes

You need to tell us if you have plans to merge with another institution, change the status of your institution (such as via academisation) or change the institution’s name in the next academic year as this will affect any funding allocation for CDF in the 2021 to 2022 academic year. If you are planning a merger, you would need to specify the details of the provider(s) that you are merging with, the lead merger partner and the date the merger is planned for.

# Guidance notes – completing provider details and the implementation plan template

Guidance for completing the implementation plan should be read in conjunction with the [principles for high quality industry placements policy guide](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/896871/Annex_A_different_models_and_approaches_to_delivery.pdf).

## Section 1 - Provider details

The information contained within these questions is mandatory, as it will enable us to identify you and contact the key person or deputy if needed.

**1. Provider name:**

Please include the full name as stated in your funding agreement or your allocations letter, it is important that you use the same name so that we can identify you correctly.

If you are planning to merge with another provider or you have recently merged, include the name of the institution you have, or plan to merge with. If your current name will be changing please confirm which legal entity will remain.

**2. Provider address:**

Please list your full address including your postcode and a link to your website (if applicable).

**3. Provider UPIN:**

Your UPIN is a 6-digit number and can be found on your funding agreement/contract or 16 to 19 allocations statement.

**4. Provider UKPRN:**

Your UKPRN is a 8-digit code and can be found on your funding agreement/contract or 16 to 19 allocations statement.

**5. Provider type:**

Please use the dropdown box to choose one of the provider types.

* Academy
* City Technology College
* Free School
* Agricultural and Horticultural College
* Art and Design College
* General FE and Tertiary
* Higher Education Provider
* Independent Learning Provider
* Independent Specialist Provider
* Local Authority
* Local Authority Maintained School Sixth Form
* Sixth Form College
* Special Post-16 Institution (SPI)
* Studio School
* University Technical College
* National College
* Other

**6. Key contact details**

Please provide details of two key contacts we could contact if needed.

Complete each field to include name, job title, telephone number and email address.

**Key contact 1:**

* Name:
* Job title:
* Telephone number:
* Email address:

**Key contact 2:**

* Name:
* Job title:
* Telephone number:
* Email address:

## 

## Section 2 - Questions for all providers

**7a.** **As part of your strategic plan for delivering industry placements, please indicate where you intend to focus your provision by choosing one or more of the T Level routes listed below.**

Referring to the [industry placements delivery guidance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/900764/Industry_Placement_Delivery_Guidance.pdf), you will need to complete the table in the implementation plan excel template by selecting the appropriate drop down. Choose either a “yes” or a “no” against each T Level route you plan to deliver industry placements against. For example, if you are planning on delivering industry placements for students on a Catering and Hospitality route, please select “yes” in the column on the right.

|  |  |
| --- | --- |
| **7a. T Level route** | **Using the drop down, select either “yes” or “no” to indicate which T Level route(s) you plan to deliver industry placements against.** |
| Agriculture, Environment and Animal Care |  |
| Business and Administration |  |
| Catering and Hospitality | yes |
| Construction |  |
| Creative and Design |  |
| Digital |  |
| Education and Childcare |  |
| Engineering and Manufacturing |  |
| Hair and Beauty |  |
| Health and Science |  |
| Legal, Finance and Accounting |  |

**7b. Indicate below how you intend to deliver the T Level routes that you have chosen above, for example, will the placement structure be a day release or a single block placement? You may wish to consider different delivery models for each T Level route selected.** (Word count limit is approximately 300 words)

You will need to identify your intended delivery model for the T Level routes selected in 7a. These may be different delivery models for each T Level route selected. Where you have identified different delivery models, your response must explain the relevant delivery model for the appropriate T level route.

The delivery models may include:

* day release placement (such as 1 or 2 days a week spread across the year)
* a single block placement (for example, one continuous block)
* a short block followed by day release (for example, a month placement followed by 1 or 2 days a week)
* other, please explain

**8.** **Briefly describe your employer engagement strategy and how this will help you deliver your target successfully. Explain how you plan to build relationships with local employers and relevant industry stakeholders, and what procedures you will put in place to make sure you continue to build, manage and maintain these relationships.** (Word count limit is approximately 500 words)

You **must:**

* describe the employer engagement strategy that you have or plan to build with local employers
* explain which stakeholders and partnerships you plan to collaborate / engage with to support your delivery of successful industry placements
* explain how you intend to build and continuously improve these relationships to help meet your delivery target

**9. In line with the** [**industry placement delivery guidance**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/900764/Industry_Placement_Delivery_Guidance.pdf)**, how do you plan to make sure that students are prepared for and able to complete an industry placement? How will you encourage students to be motivated about the opportunity for a substantial industry placement? How do you plan to make sure that students are matched to a suitable industry placement which is aligned to their curriculum and career choice?** (Word count limit is approximately 500 words)

You **must**:

* describe how you will prepare and motivate a student to undertake a successful industry placement
* describe the procedures and strategies you will put in place to match students to an appropriate industry placement
* describe how you will ensure a student is matched to an industry placement that matches and supports their current course and longer-term career goals

**10a. What issues/barriers do you anticipate in implementing industry placements?** (Word count limit is approximately 300 words)

You **must** identify the issues and barriers you expect to face when implementing industry placements. You may find that employers have little or no knowledge of hosting industry placements, or the impact of COVID-19 may have hindered the number of employers you are able to engage with.

**10b. How will you overcome these?** (Word count limit is approximately 300 words)

You **must** describe how you will overcome the barriers and issues identified in question 10a when implementing industry placements. You may decide to invest in some information and marketing material to help employers understand the benefits of hosting an industry placement.

**11a. In line with the** [**industry placement delivery guidance**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/900764/Industry_Placement_Delivery_Guidance.pdf)**, list the policies you have, or will have in place to manage, monitor and record progress of students on industry placements.** (Word count limit is approximately 300 words)

You **must** detail how you intend to manage, monitor and record the progress of a student. List the policies you currently have in place or plan to develop to make sure that a student’s learning aims are recorded, managed and achieved. For example, you may have policies around career guidance/advice, learner/student handbook and work experience/taster policies.

**11b.** **Provide details of how you will make sure that students’ wellbeing, health and safety and safeguarding is being considered whilst undertaking an industry placement.** (Word count limit is approximately 300 words)

You **must** record the support mechanisms you have in place or will put in place to address any issues that may arise during the industry placement between the student and employer. For example, what process will you follow if a health and safety or well-being concern was raised by the student or employer.

**12. In line with the** [**industry placement delivery guidance**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/900764/Industry_Placement_Delivery_Guidance.pdf)**, please describe the procedures you have in place for identifying, recording and managing any issues that may prevent successful delivery or undermine the quality of the industry placement undertaken.** (Word count limit is approximately 300 words)

You **must** detail how you will identify, record and manage any risks that may delay or undermine the quality of the industry placement undertaken. This could include issues with either the student, employer or within your organisation.

**13. Describe how you will use your CDF allocation to make sure that you are able to deliver high quality industry placements for your students?** (Word count limit is approximately 500 words)

In line with the[**industry placement delivery guidance**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/900764/Industry_Placement_Delivery_Guidance.pdf)**,** you **must** explain how you will spend your CDF in the 2021 to 2022 academic year, to make sure you deliver high quality industry placements, and students undertake and complete a successful industry placement.

For example, you may decide to invest in:

* employer engagement activities/strategies
* recruit a member of staff (either full or part time)
* invest in communication materials to market industry placements
* IT software to manage industry placements
* invest in specialist equipment such as Personal and Protective equipment

Indicate as a percentage, how much you expect to allocate for each investment in the 2021 to 2022 academic year.

## Section 3 – Your Ofsted grade

All providers **must** complete this section.

**14. What is your current Ofsted grade?**

Please select one of the drop-down options

* Outstanding
* Good
* Requires Improvement – **if you select this option, you will need to complete section 4**
* Inadequate – **if you select this option, you will need to complete section 4**
* Significant Progress
* Reasonable Progress
* Insufficient Progress - **if you select this option, you will need to complete section 4**
* No published Ofsted grade – **if you select this option, please complete question 15 below**

**15. Please explain why there is no published Ofsted grade.** (Word count limit is approximately 300 words)

Please provide a brief explanation as to why you do not currently have a published Ofsted grade.

**We expect that all implementation plans have been agreed and signed off by the Accounting Officer to confirm the details in this form are a true reflection of the circumstances and plans.**

As an applicant, if you have an Ofsted grade of requires improvement, inadequate or insufficient progress you will need to complete section 4.

If not, you have now come to the end of the questions. Remember to save and print a copy of your form.

# Section 4 - Additional question for providers with an Ofsted grade of requires improvement, inadequate or insufficient progress only

Providers that have a published Ofsted grade of requires improvement, inadequate or insufficient progress as at 1September 2020 **must** also complete section 4.

**16. Summarise the action you have taken to address the areas identified by Ofsted and set out how you will make sure that your industry placement delivery will not be compromised.** (Word count limit is approximately 300 words)

With regard to the feedback provided by Ofsted about the areas you need to address in your improvement plan, you **must** summarise the actions you have taken/or will take, that will provide assurance to us that your industry placement delivery will not be compromised.

**You have now come to the end of all the questions.**

We expect that all implementation plans will have been agreed and signed off by the Accounting Officer to confirm the details are a true reflection of your circumstances and intentions. Please remember to save and print a copy of your form.

# Next steps

Once you have completed your implementation plan and returned it to us, we will review your plan.

We will email the two key contacts you have identified in your implementation plan in February 2021 to confirm the outcome of this process.

## Returning your implementation plan

Once you have completed your implementation plan, save a copy in the following file path name “**UPIN\_Provider Name**” for example “**123456\_The College of London**”.

Completed implementation plans must be uploaded and emailed to [ESFA enquiry service](https://form.education.gov.uk/fillform.php?self=1&form_id=HR41uA2F8Dh&type=form&ShowMsg=1&form_name=Knowledge+centre+enquiry+form&noRegister=false&ret=%2Fmodule%2Fservices&noLoginPrompt=1) by midnight 8 December 2020. When emailing your implementation plan back, please add “**Implementation plan for the 2021 to 2022 academic year**” in the subject header.

## Further guidance

Further information regarding the CDF for the 2021 to 2022 academic year can be found on [GOV.UK](http://www.gov.uk/guidance/applying-for-and-delivering-industry-placements-capacity-and-delivery-fund-cdf-for-the-2021-to-2022-academic-year) If you have questions please complete the [ESFA enquiry service](https://form.education.gov.uk/fillform.php?self=1&form_id=HR41uA2F8Dh&type=form&ShowMsg=1&form_name=Knowledge+centre+enquiry+form&noRegister=false&ret=%2Fmodule%2Fservices&noLoginPrompt=1)

# Monitoring reports

## Monitoring reports - to be completed in December 2021 and June 2022

We will contact you during the start of the 2021 to 2022 academic year to ask you what progress you have made on implementing your plan via a monitoring report.

The deadlines for submitting completed monitoring reports will be midnight on 1 December 2021 and 10 June 2022.

Some providers maybe asked to complete a financial monitoring form by 1 March 2022, this will be determined by the outcome of your December 2021 monitoring form. We will write to those providers in January 2022 with further information about the financial monitoring form.



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