

# Annex D

# Employer declaration form

This form should be completed by employers who are making claims for the T Level industry placement employer support fund. This will need to be counter signed by the provider on receipt to validate this claim.

By completing this form, you are declaring that the information you provide is:

* complete
* accurate
* true to the best of your knowledge and belief.

## Section 1 – Employer and learner details

**About the employer**

|  |  |
| --- | --- |
| **Name of employer**  |  |
| **Address**This is the location where the learners will be completing most of their placement hours. |  |
| **Postcode** |  |
| **Telephone number** |  |
| **Employer Size**Please refer to the size of the whole business/organisation | Tick one option.Self-employed or sole trader (a business run by one self-employed person)Micro (0 to 10 employees)Small (11 to 50 employees)Medium (51 to 249 employees)Large (250 or more employees) |

**About the learner(s)**

|  |  |
| --- | --- |
| **Number of learners being offered an industry placement** |  |
| **Learner(s) ULN** |  |
| **T Level Learner(s) is studying** |  |
| **Academic Year Learner(s) started their T Level** |  |
| **Start date of placement(s)** |  |

## Section 2 – Legitimate costs

Breakdown of specific costs incurred through delivering a T Level Industry Placement(s).

Please indicate what category the costs falls under and the specific costs. Legitimate costs must fall under one or more of the following categories:

1. “Administrative Costs”: means the direct costs incurred by the Employer in connection with the setting up of systems to deliver the Industry Placement. They include the costs of setting up processes and procedures, organisational systems and a physical workspace to support delivery;
2. “Training Costs”: the direct costs of training existing staff to develop their knowledge and build their confidence in offering and delivering high quality Industry Placements such as short workshops, internal guides or online courses. This may include training for line managers in mentoring and working with Learners and providing them with the practical skills to deliver high quality Industry Placements.;
3. “Tangible Costs”: Employers’ operating costs directly relating to the Industry Placement such as PPE or other equipment, insurance, security passes, mandatory vaccinations, software licensing, materials and supplies directly related to the Industry Placement. They must be used exclusively for the Industry Placement. Operating costs may also include supervisory and transportation costs where applicable.

|  |  |  |
| --- | --- | --- |
| **Category of legitimate cost** | **Specific items(s)** Include details of costs and how they fit with the costs as described above | **Cost (£)** |
| **Administrative costs** |  |  |
| **Training costs** |  |  |
| **Tangible costs** |  |  |
| **Total** |  |  |

## Section 3 – Evaluation

Department for Education (DfE) will be carrying out an evaluation of the T Level industry placement employer support fund.

Please note, these questions are solely for evaluation purposes and your answers have no bearing on the approval of the funding.

### Was the support payment a deciding factor in your decision to offer an industry placement?

### Tick one option.

Yes

No

### Without the support payment, how many T Level industry placements do you think you would have offered?

Tick one option.

No placements

The same number of placements

Less than 5

Between 5 - 10

More than 10

### Can we contact you to find out more about how the additional funding has helped you to offer an industry placement?

This will be part of a small-scale evaluation of the impact and effectiveness of the T Level industry placement employer support fund. We may contact you for a short follow-up conversation about your experience of using the fund.

Tick one option.

Yes

No

If you ticked yes, please provide an email address.

|  |  |
| --- | --- |
| **Employer email address** |  |

## Section 4 – Provider details

|  |  |
| --- | --- |
| **Name of provider** |  |
| **Main contact at provider**  |  |
| **Email address of main contact at provider** |  |

## Section 5 – Signatures

By signing this form I confirm all of the following:

* I will provide a T Level industry placement which meets the standards set by my provider.
* The industry placement hours I am delivering will have a start date date between 1 April 2023 and 31 March 2024.
* I have read and understood the employer eligibility criteria for making industry placement support fund claims.
* I will claim only for legitimate costs incurred in delivering a T Level Industry Placement(s) and provide further evidence if requested to demonstrate what funds were spent on.
* I understand that the Department may carry out spot checks on the information that I have provided, as part of a quality assurance process.
* I will not claim for more than £25,000 in support funds between 1 April 2023 and 31 March 2024. I understand that if I claim for more than £25,000 in funds, DfE may ask for the extra funds to be repaid.
* If I am no longer able to offer a placement, I understand I may be asked to repay support payments funds I have already received for that placement, depending on the circumstances.

### Employer signature

|  |  |
| --- | --- |
| **First name** |  |
| **Last name** |  |
| **Signature** |  |
| **Date (DD/MM/YYYY)** |  |

### Provider signature

|  |  |
| --- | --- |
| **First name** |  |
| **Last name** |  |
| **Signature** |  |
| **Date (DD/MM/YYYY)** |  |