T Level Implementation Plan Completion Guidance

For 2021 providers using MS Word Template

January 2020

Contents

Version

This is the second version and is for completion and return. It incorporates feedback received on the first version issued for review. It is for completion covering your operations over the 2019/20 academic year and is for return for the first time at the end of October.

Purpose

The purpose of the plan is to provide prompts and support with your T Level implementation planning to be ready to deliver in 2021. It is also a means of the ESFA being able to gauge overall readiness to deliver T Levels.

Template Guidance

This is the format and guidance for the word version of the plan. You can choose whether you wish to use the excel version or the word version.

There are four types of implementation template to complete within the plan:

- Provider level template (1 per provider)
- Route level template (1 per route)
- Early Adopter Development Fund template (1 per provider)
- Future T Levels template (1 per provider)

One set of provider level templates must be completed in each plan. You should complete a set of route level templates for each T Level route you plan to introduce in 2020. Two sets of route level templates are provided. You will need to copy and paste more sets of route level templates if you plan to deliver more than two T Level routes. All templates are required at each return. For further details please see returning the plan on pages 6 & 7.

The template type is indicated at the top of each template. In this example, the template type, route level is indicated by the green arrow.

Route level template	
Route Name	
Implementation Category:	Students
Considerations:	
• How many students do you need to successfully deliver this T Level route?	
• What type of students will you be targeting?	
• Will they be existing level 2 students or new students?	
• Where will new students be recruited from	
• What is in place to retain the students?	
• What is the contingency if you do not recruit the needed number of students?	
• Do you need to amend entry requirements in marketing materials?	

To note you will also need to record which route you are reporting against in the Route Name field here indicated by the blue arrow above. For example, construction.

Within the template all areas for completion are coloured green.

Completion Guidance

Return Template

Step 1 - For each section, select your current stage of readiness from the ratings described below and input it as demonstrated:

Readiness Rating:		
Selected readiness: Initial return	⭐	Engaged
Selected readiness rating : Interim return	⭐	Actions identified
Selected readiness rating: Final return	⭐	Plan in place

Complete the initial return field indicated by the blue star the first time you return the template.

Complete the final return field indicated by the orange star the final time you return the template.

Complete the interim return field indicated by the grey star for any other returns.

For more information on return frequency, please see the section 'Returning the plan'.

To note, you do not have to complete any category you feel isn't appropriate to your provider type though we expect categories not completed to be nominal and justifiable. The exception to this is the mandatory questions within the industry placements category. Further guidance on this can be found in the 'Additional steps for completion of the industry placement category' on page 5.

An explanation of the ratings follows:

Rating	Description	Example (using the professional readiness category)
Engaged	Our senior management team, governors and staff have received a briefing on the rollout. We have started to work to assess the impact on our provision.	Senior management, governors and staff have been briefed on T Level rollout. We have began a skills training analysis to identify support needed. We will begin to look at potential class sizes and models.
Actions identified	We have conducted a thorough self-assessment of this category. We have identified the actions we need to take with the information currently	We have conducted a self-assessment. We are aware of all the actions we need to take to implement T Levels at his time. We are looking at engaging with employers to upskill staff. We are awaiting further curriculum content to inform our plans on

Rating	Description	Example (using the professional readiness category)
	available	staffing resource.
Plan in place	We have a full development plan in place with detailed actions based on the information currently available. All actions have senior named owners.	We have a development plan in place signed off by senior managers. We have regular meetings for the owners of actions to update and report progress. We are engaging with employers for industry upskilling. We have completed our skills mapping using the curriclum content. We need some further funding information to begin planning any additional resource.
Plan being implemented	Our actions are progressing to be fully implemented in line with the T Level roll out timetable.	We are monitoring progress of all actions and are aware of any issues and have mitigated for these. We have began staff recruitment and all staff training, CPD and industry upskilling are scheduled.
Plan progressed	We have our infrastructure and staffing in place. We have all of the information we need. We are aware of every action we need to take to ensure delivery.	Our infrastructure and staffing are in place. We have all the information needed to complete the recruitment, training, CPD and industry upskilling. We are progressing our plans for support roles whilst on Industry Placement. At least 50% of our actions are completed.
Ready	We are ready for student enrolment and we are ready to implement T Levels.	Our enrolment processes are in place. The majority of our actions are completed and the others are nearing completion. Our recruitment is completed and staff have the necessary support to deliver T Levels.

Step 2 - Describe your current position

We have noted for support considerations you may wish to take into account. You may wish to take into account other considerations that are more appropriate for your institution.

- In the position field, you should describe your current position and the reasons for the selected readiness rating.

- Be as specific as you can and include any assumptions you may have had to make.

- Please also take into account any risk analysis you have completed.

Complete the Description of your initial position field the first time you return the template.

Complete the Description of your final position field the final time you return the template.

Complete the Description of your interim position field for any other returns.

For more information on return frequency, please see the section 'Returning the plan'on pages 6 & 7.

Step 3 - Detailed Actions

If the readiness rating you have provided is engaged, actions identified, plan in place or plan being implemented, please include details of the steps you plan to take to achieve the 'ready' rating. This is to be ready to deliver in 2021. Again be as specific as possible and include any assumptions you may have made. You should include details of people responsible for any actions in the ' responsible person' column and the date they will complete these actions by in the ' target completion date' column.

When the step has been completed please also input a date into the 'actual completion date' column.

Please do not delete completed actions.

To add further actions, right click your mouse on a further actions row and select the add row below option.

Step 4 - On Track

In the on track field please input **yes** or **no** to confirm whether overall you feel you are currently on track to implement T Levels on time in this category. This means that you have completed everything you need to do currently and feel you have all further action planned and organised.

Please do not include any additional text. The entry should only be **yes** or **no**.

If you answer no we would expect to see detailed actions within the relevant template detailing how you will remedy this. If there are support needs or information you need from ESFA these should be discussed with your local ESFA lead.

Additional steps for completion of the industry placement category of the provider level template

There are some questions that must be answered in the industry placement category template. These are titled 'Industry Placement Mandatory Questions'.

Complete the initial response field the first time you return the template.

Complete the final response field the final time you return the template.

Complete the interim response field for any other returns.

There is a corresponding figure to provide in the statistical annex regarding the number of employers that have expressed an interest in, or who have currently agreed in principle to deliver industry placements for each of the T Levels you will be delivering, and how many placements each employer is offering.

If this figure does not match or exceed the number of students you expect to take a T Level, please outline in the box 'Explanation of industry placement number differences' how you will ensure there will be sufficient employers signed up to offer the number of placements required in time of the start of delivery of T Levels.

Returning the plan and statistical annex

This plan is ongoing and you will be required to complete the initial return by 31 October 2019 then update and complete the final return by 31 May 2020. Interim returns between October 2019 and May 2020 may be requested if we feel sufficient progress is not being made or we need further information. You will be notified of any required interim returns by your local ESFA lead and in these circumstances completion of the interim template fields will be required.

Details of when to return the statistical annex can be found in the Statistical Annex completion guidance below.

Returns of both the plan and the statistical annex should be sent directly to your local ESFA lead by email.

Statistical Annex Completion Guidance

As part of our T Level planning we need to gather some numerical data from you, this will be undertaken using the statistical annex to collect information on:

1. T Level Delivery Learner Numbers and Transition Programme (if applicable)

2. T Level Specialisms

3. T Level Campaign Website information for 2021/22 academic year

4. Workforce Development progress

5. Industry Placements progress

We fully recognise that these numbers will be your best estimates at a moment in time and expect that these will become firmer over time, hence the requirement to submit the annex a number of times as we go through the coming academic year.

Each requirement is collected on a separate excel tab, within a single spreadsheet workbook. The same spreadsheet will be used for all returns. Therefore, later returns will be an update. The statistical annex return dates and data requirements are detailed in the table below:

Data Requirements	Statistical Annex Returns		
	31 October 2019[1]	31 January 2020	29 May 2020[1]
Learner numbers and transition programme	√	No update required	√
Specialisms	√	No update required	√
Campaign Website	√	No update required	No update required
Workforce Development	√	√	√
Industry Placements	√	√	√

Note: [1] The statistical annex should be submitted with your First (October) and Final (May) implementation plan returns

Guidance on how to complete the proformas within the statistical annex is set out below:

Learner Numbers and Transition Programme Tab

This tab has been pre-populated to include your UPIN, Provider Name, Local Lead and their region. We have also pre-populated your indicative learner numbers using the information provided in your Expression of Interest submitted earlier this year, for the T Level routes you are approved[1] to deliver, these cells are shaded in light yellow in the annex. The cells for your completion are shaded in blue/grey. The learner numbers provided should be your best estimate of your start/enrolment figures and not those in learning. The information collected will be used to provide an estimate of your planning figures and the T Level pathways you plan to offer.

The T Level Transition Programme is a new type of tailored 16-19 study programme designed for young people who aspire to a T Level, to equip them with the skills, knowledge and behaviours they will need to progress onto a T Level and successfully

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[1] Your approved routes were confirmed as part of your 2021/22 Expression of Interest and are published on gov.uk.

complete one. It will be targeted at young people who are not ready to start a T level at age 16, but who can realistically achieve a T level by age 19.

The Programme will be phased in from 2020, starting with 37 volunteer T level providers who will explore different delivery approaches and gather good practice to inform national implementation. We want providers to design innovative and engaging approaches to preparing young people effectively for progression to T Levels.

We will be asking those of you who will be delivering the T level Transition programme in 2021 to provide details of the number of students you plan to support through it.

October 2019 Return

T Level Delivery

For the October 2019 return please populate the number of learners you are planning to start/enrol for each of your approved T Level routes and the pathways you plan to deliver in 2021/22 (Column C), 2022/23 (Column F) and 2023/24 (Column I) academic years.

Transition Programme

For the October 2019 return please add the number of learners you are planning to start/enrol onto a Transition Programme for each of your T Level routes for the 2021/22 (Column K), 2022/23 (Column M) and 2023/24 (Column O) academic years.

May 2020 Return

T Level Delivery

For the May 2020 return please update or confirm your previous assumptions by adding the number of learners you are planning to start/enrol for each of your approved T Level pathways for 2021/22 (Column D), 2022/23 (Column G) and 2023/24 (Column J) academic years.

Transition Programme

For the May 2020 return please update or confirm your previous assumptions by adding the number of learners you are planning to start/enrol onto a Transition Programme for each of your T Level routes for the 2021/22 (Column L), 2022/23 (Column N) and 2023/24 (Column P) academic years.

Specialisms Tab

This tab is to collect details of the specialisms you plan to deliver within your approved T Levels in the 2021/22 academic years. This tab has been pre-populated to include your UPIN, Provider Name, Local Lead and their region.

Again, these will be the best estimates you have and the numbers should always be starts/ enrolments. Throughout this tab yes/no questions require a text answer (rather than a drop down) this makes it easier for you to copy and paste answers.

October 2019 Return

2021/22 T Level Specialisms Plan to Deliver

Please confirm which of the T Level specialisms you are planning to offer in the 2021/22 academic year for your approved T level pathways. Detail; yes - if you plan to deliver specialism, or no if you are not planning to deliver the specialism in column B.

Can you also confirm what your indicative learner numbers for the 2021/22 academic year for each of the specialisms you plan to introduce (Column C) and detail whether this specialism has been confirmed for delivery by entering; yes, if confirmed and no if unconfirmed in Column D.

If you would like to add any contextual commentary – please include this in Column G, detailing which year/return you are referring to.

May 2020 Return

2021/22 T Level Specialisms Plan to Deliver

Please update or confirm your previous assumptions by adding the number of indicative learner numbers you are planning to start/enrol for the specialisms you plan to introduce in the 2021/22 academic year (Column E) for each of your approved T Level pathways and whether this specialism has been confirmed for delivery by entering; yes if confirmed and no if unconfirmed in column F.

If you would like to add any contextual commentary – please include this in Column G, detailing which year/return you are referring to.

Campaign Website Tab

The Education and Skills Funding Agency is working on creating a T Level campaign website which will include a provider map and T Level Service Directory showing where students, parents/carers and their advisers can find your course locations and your admissions contact details.

For the academic year 2021/22 could you please provide details of the sites at which you will deliver T Levels.   This information should only be provided for the T Level routes you have been approved to deliver and pathways you plan to offer from the 2021/22 academic year.

This proforma should be completed once only and returned with your **October 2019** implementation plan..

Please ensure your accounting officer has agreed and signed off this information before submitting the proforma, as it will be used publicly on the T Level Campaign Website.

Workforce Development Tab

This tab will be used to collect details of the progress you are making on the staffing of T Levels in preparation for delivery in the 2021/22 academic year.   This tab has been pre-populated to include your UPIN, Provider Name, Local Lead and their region.

October 2019 Return

For each approved T Level please confirm for the 2020/21 academic year:

1. If you have **all** staff in place, by entering yes if **all** staff are in place to deliver this T Level pathway, or no if part/no staff are in place in column B. This will provide an indication of how your staffing arrangements are progressing.

2. If you do not have **all** T Level staff in place, complete the **date** of when you intend to have **all** staff in place in column C.

3. The total number of staff (FTE) that you are planning to have in post to deliver this T Level pathway in Column D.

4. The number of <u>teaching</u> staff (FTE) that you are planning to have in post to deliver this T Level pathway in Column E (of the total in column D).

5. The number of <u>non-teaching</u> staff (FTE) that you are planning to have in post to deliver this T Level pathway in Column F (of the total in column D).

Note: 4 (Column E) and 5 (Column F) should total 3 (Column D)

6. How many of the total number of staff you are planning to have in post to deliver this T Level pathway (detailed in column D), will be **new** staff (FTE) you have recruited and are now in post to deliver the T Level pathway - enter this in Column G

7. How many of your total number of staff you are planning to have in post to deliver this T Level pathway (detailed in column D) will be **existing** staff have you **nominated** to deliver the T Level pathway (FTE) – enter this in Column H.

8. How many of your total number of staff you are planning to have in post to deliver this T Level pathway (detailed in column D), will be **existing** staff have you already have in **post** to deliver the T Level pathway (Column I).

The next two questions seek to gather an estimate of the amount of training staff are engaging in:

9. The total number of external training days (e.g. TLPD or other external training) that existing/new staff have undertaken for each of the T Level Pathways (Column J).

10. The total number of internal (e.g. cascaded training) training days that existing/new staff have undertaken for each of the T level Pathways (Column K).

January 2020 Return

We are asking for an update on your workforce figures in January 2020 to enable us to register progress in staffing and identify any potential issues. For each approved T Level route and the pathways you plan to offer, please confirm for the 2020/21 academic year:

1. If you have **all** staff in place, by entering yes if **all** staff are in place to deliver this T Level pathway, or no if part/no staff are in place in column L. This will provide an indication of how your staffing arrangements are progressing.

2. If you do not have **all** T Level staff in place, complete the **date** of when you intend to have **all** staff in place in column M.

3. The total number of staff (FTE) that you are planning to have in post to deliver this T Level pathway in Column N.

4. The number of teaching staff (FTE) that you are planning to have in post to deliver this T Level pathway in Column O.

5. The number of non-teaching staff (FTE) that you are planning to have in post to deliver this T Level pathway in Column P.

Note: 4 (Column O) and 5 (Column P) should total 3 (Column N)

6. How many of the total number of staff you are planning to have in post to deliver this T Level pathway (detailed in column N) will be new staff (FTE) you have recruited and are now in post to deliver the T Level pathway - enter this in Column Q.

7. How many of your total number of staff you are planning to have in post to deliver this T Level pathway (detailed in column N) will be existing staff have you nominated to deliver the T Level pathway (FTE) – enter this in Column R.

8. How many of your total numbe4r of staff you are planning to have in post to delive4r this T Level pathway (detailed in column N) will be existing staff have you already have in post to deliver the T Level pathway (Column S).

The next two questions seek to gather an estimate of the amount of training staff are engaging in:

9. The total number of external training days (e.g. TLPD or other external training) that existing/new staff have undertaken for each of the T Level Pathways (Column T).

10. The total number of internal (e.g. cascaded training) training days that existing/new staff have undertaken for each of the T level Pathways (Column U).

May 2020 Return

Please provide an update on your workforce development figures in May 2020, for each approved of T Level routes and the pathways you plan to offer, please confirm for the 2020/21 academic year:

1. If you have **all** staff in place, by entering yes if **all** staff are in place to deliver this T Level pathway, or no if part/no staff are in place in column V. This will provide an indication of how your staffing arrangements are progressing.

2. If you do not have **all** T Level staff in place, complete the **date** of when you intend to have **all** staff in place in column W.

3. The total number of staff (FTE) that you are planning to have in post to deliver this T Level pathway in Column X.

4. The number of teaching staff (FTE) that you are planning to have in post to deliver this T Level pathway in Column Y.

5. The number of non-teaching staff (FTE) that you are planning to have in post to deliver this T Level pathway in Column Z.

Note: 4 (Column Y) and 5 (Column Z) should total 3 (Column X)

6. How many of the total number of staff you are planning to have in post to deliver this T Level pathway (detailed in column X) will be new staff (FTE) you have recruited and are now in post to deliver the T Level pathway - enter this in Column AA

7. How many of your total number of staff you are planning to have in post to deliver this T Level pathway (detailed in column X) will be existing staff have you nominated to deliver the T Level pathway (FTE) – enter this in Column AB.

8. How many of your total number of staff you are planning to have in post to deliver this T Level pathway (detailed in column X) will be existing staff have you already have in post to deliver the T Level pathway (Column AC).

The next two questions seek to gather an estimate of the amount of training staff are engaging in:

9. The total number of external training days (e.g. TLPD or other external training) that existing/new staff have undertaken for each of the T Level Pathways (Column AD).

10. The total number of internal (e.g. cascaded training) training days that existing/new staff have undertaken for each of the T level Pathways (Column AE).

Industry Placements Tab

Further to the industry placement detail gathered in the implementation plan, to help in ensuring T Levels are a success we are collecting information on the number of industry placements that are available and the number of employers committing to offer them. This tab has been populated to include your UPIN, Provider Name, Local Lead and their region.

Where you have a Capacity and Delivery Funding (CDF) allocation you will be using this to build up the number of available placements. For the purpose of this exercise you should assume that if you have a placement that is relevant to this T Level filled with a student via CDF that this will roll over into a T Level placement. We anticipate you will want to have more placements available than T Level students so that placements can be matched to individual needs.

October 2019 Return

For each of the T Level pathways you plan to offer, within the route(s) you are approved to deliver in 2021/22 please update your estimates by completing:

1. The number of employers who have agreed in principle or who have expressed an interest in delivering an industry placement (Column B)

2. The number of industry placements in total that this represents (Column C)

January 2020 Return

We expect the number of placements available to increase over the course of the year and therefore are collecting this information again in January. For each of the T level pathways you plan to offer, within the route(s) you are approved to deliver in 2020/21 please update your estimates by completing:

1. The number of employers who have agreed in principle or who have expressed an interest in delivering a placement (Column D)

2. The number of placements in total that this represents (Column E)

May 2020 Return

For each of the T Level pathways you plan to offer, within the route(s) you are approved to deliver in 2021/22 please update your estimates by completing:

1. The number of employers who have agreed in principle or who have expressed an interest in delivering an industry placement (Column F)

2. The number of industry placements in total that this represents (Column G)

Provider Level Return Template

Provider level template	
Implementation Category:	Management and Internal Communications
Considerations:	

• Is the appropriate management structure is in place to support implementation?
• Is the appropriate internal communication structure in place?
• Are regular updates set up?
• Are all staff are aware of T Levels to a suitable degree?
• Have you considered any other changes to ensure you have capacity to deliver T Levels in 2021?

Readiness Rating:

Selected readiness rating: Initial return	
Selected readiness rating: Interim return	
Selected readiness rating: Final return	

Description of your initial position

Description of your interim position

Description of your final position

Actions to be completed	Responsible person	Target completion date	Actual completion date
On track			

Provider level template	
Implementation Category:	Systems and structure

Considerations:
• Will your current student enrolment process need to be changed? • Are there processes in place for internal audit? • Will you need additional CIAG provision? • What are your processes for ongoing and final student assessment? • How will you celebrate student success? • What types of documentation may you need? • How will you review progress?

Readiness Rating:	
Selected readiness rating: Initial return	
Selected readiness rating: Interim return	
Selected readiness rating: Final return	

Description of your initial position

Description of your interim position

Description of your final position

Actions to be completed	Responsible person	Target completion date	Actual completion date
On track			

Provider level template	
Implementation Category:	Progression to T Levels

Considerations:
• Will your learner cohort be ready to start T Levels in 2021? • Will you need to build a progression pathway? • How will you support students to progress to T Levels? • How will you share information with students and parents? • How will you ensure CIAG staff are fully informed?

Readiness Rating:	
Selected readiness rating: Initial return	
Selected readiness rating: Interim return	
Selected readiness rating: Final return	

Description of your initial position

Description of your interim position

Description of your final position

Actions to be completed	Responsible person	Target completion date	Actual completion date
On track			

Provider level template	
Implementation Category:	Progression from T Levels

Considerations:
• Where will T Level graduates move to on completion? • What types of skilled jobs are available? • What options are there for study at level 4, or for progression to Higher apprenticeships at level 4? • What needs to be in place to support this?

Readiness Rating:	
Selected readiness rating: **Initial return**	
Selected readiness rating: **Interim return**	
Selected readiness rating: **Final return**	
Description of your initial position	
Description of your interim position	
Description of your final position	

Actions to be completed	Responsible person	Target completion date	Actual completion date
On track			

Provider level template	
Implementation Category:	Student support
Considerations:	

As T Levels are a large programme:
• Will you need to change your current support system?
• Do you need to adjust current student support funding to maintain participation in industry placements?
• How will you support students to develop work-readiness for Industry Placement where they are not demonstrating this at the start of the T Level?

Readiness Rating:

Selected readiness rating: Initial return	
Selected readiness rating: Interim return	
Selected readiness rating: Final return	

Description of your initial position

Description of your interim position

Description of your final position

Actions to be completed	Responsible person	Target completion date	Actual completion date
On track			

Provider level template	
Implementation Category:	Marketing and stakeholder management

Considerations:

• What marketing and stakeholder management plans will you have in place to help you manage engagement?

• What are your key objectives for marketing and stakeholder management?

• How will you identify and reach your target audience?

• Do you need to do any stakeholder mapping or prioritisation of stakeholders?

• Are there any key stakeholders you need to build relations with that you don't currently have?

• What channels will you use to deliver marketing and stakeholder engagement?

• Will you have any events to promote this?

• What do you want your target audience to do or understand? For example do you want to raise awareness/change behaviour/influence

• How will you use the materials provided to you to help you achieve your goals?

• How will you measure the success of your activity?

Readiness Rating:

Selected readiness rating: Initial return	
Selected readiness rating: Interim return	
Selected readiness rating: Final return	

Description of your initial position

Description of your interim position

Description of your final position

Actions to be completed	Responsible person	Target completion date	Actual completion date
On track			

Provider level template	
Implementation Category:	Professional Readiness

Considerations:

• Do your leadership, teaching and support staff understand the structure of T Levels?
• Do your governors understand the scale of the organisational change required to successfully deliver T levels?
• Do they understand the changes that delivery of T Levels will have on their role?
• Do they have the appropriate technical qualifications to deliver T Levels?
• Do teaching staff have a high standard of pedagogy both generally and within their subject-specific areas?
• Do they have the appropriate industrial experience to deliver T levels?
• Do teaching staff maintain their currency and industry-relevance of their subject knowledge?
• Can teaching staff develop their students' English, maths and digital skills within their own subject specialisms?
• How do you plan to address any areas of deficiency?
• Will you need to redeploy staff or recruit additional staff?
• Will you need to train/retrain any staff?
• Are you collaborating with other T Level providers and/or stakeholders in your region or locality? What mechanisms do you use to facilitate collaboration?
• What impact will T Levels have on future recruitment?
• How will you engage with the Education and Training Foundation about professional development?

Readiness Rating:

Selected readiness rating: Initial return	
Selected readiness rating: Interim return	
Selected readiness rating: Final return	

Description of your initial position

Description of your interim position

Description of your final position

Actions to be completed	Responsible person	Target completion date	Actual completion date

On track	

Provider level template	
Implementation Category:	Finance

Considerations:

• What will be the financial impact of capacity building and T Level delivery?
• Will you be applying for capital funding?
• How will you need to reflect this in your financial planning assumptions?
• What impact will you record in your financial plan?
• Have you calculated the minimum viable class sizes required?

Readiness Rating:

Selected readiness rating: Initial return	
Selected readiness rating: Interim return	
Selected readiness rating: Final return	

Description of your initial position

Description of your interim position

Description of your final position

Actions to be completed	Responsible person	Target completion date	Actual completion date
On track			

Provider level template	
Implementation Category:	Employer engagement

Considerations:

• How will you work with employers in the design and delivery of T Levels?
• How will you engage with employers?
• How will you ensure they understand your requirements?
• How will you ensure they understand T Level content?
• Will you need them to upskill staff?
• How will you work with employers to build T Levels into their recruiting strategies?
• How will you work with employers to ensure T Levels contribute to reducing their skills shortages?
• How will you work with your Local Authority, Combined Mayoral Authority, Local Enterprise Partnership and Skills Advisory Panel to ensure T Levels contribute to reducing local and national skills shortages?

Readiness Rating:

Selected readiness rating: Initial return	
Selected readiness rating: Interim return	
Selected readiness rating: Final return	

Description of your initial position

Description of your interim position

Description of your final position

Actions to be completed	Responsible person	Target completion date	Actual completion date
On track			

Provider level template	
Implementation Category:	Industry placements

Considerations:

• The T Level programme will include a substantial industry placement of at least 315 hours. How will this fit into the curriculum?
• The placements should be high quality, structured, and occupationally-relevant to the students' field of study. How will this be delivered?
• What are your current plans for building capacity using the capacity and delivery fund (CDF)?
• How will you engage with employers and LEPs?
• How will you track, monitor and audit placements?
• How will you prepare students for placement in advance and support them to complete it?
• Have you adopted any of the new models and approaches announced in the Industry Placement Policy Framework in May 2019? If so, which and to what extent are you finding these effective in sourcing and delivering quality placements?
• Are you working with any similar teams within your institution? For example, an apprenticeship team. How are you ensuring the work between these teams is complementary?

Note - Please do not duplicate your CDF implementation plan and monitoring forms. If some details are already covered by these please cross-reference them.

Readiness Rating:

Selected readiness rating: Initial return	
Selected readiness rating : Interim return	
Selected readiness rating: Final return	

Description of your initial position

Description of your interim position

Description of your final position

Actions to be completed	Responsible person	Target completion date	Actual completion date

On track	

Industry Placement Mandatory Questions:
The following questions must be answered in the boxes below:
• How will you ensure sufficient resourcing for sourcing, preparing and monitoring the placements to support your T Level delivery?   • How will this resourcing be allocated across industry placement activities?   • How will you ensure you have sufficient placements to meet the needs of T level students and that they are of high quality?   • What QA and monitoring measures have you put in place to ensure this?   • If you are receiving CDF, how will you align your current plans to T Level requirements?
Initial response
Description of your interim position
Final response

Explanation of industry placement number differences. (See guidance notes)	

Provider level template	
Implementation Category:	T Level Transition Programme (phased implementation)

Considerations:

- What approaches are you taking to delivering the technical component, other core components and other themes (e.g. certification, assessment, target cohort, marketing and branding, starting a T level early) within the T Level Transition programme?
- How will you fit TP delivery within/alongside your current post-16 L2 offer? How will you ensure it is distinct and viable?
- How will you ensure this provides effective preparation for T level, e.g. through course design, use of your teaching staff, etc.?
- How is your programme being packaged to fit within study programme hours?
- What materials will need to be developed?
- Which of your students do you think will benefit from the T Level Transition Programme/what is your target cohort? How will you identify suitable students?
- How will you tailor the programme for different student types?
- How will you monitor student progress and assess readiness for the T Level?
- How are you making use of/benefiting from the delivery support programme delivered by The Challenge Network? Which elements of the delivery support programme are you finding most/least useful?
- How will you show/certificate progress and achievement in the T Level Transition Programme?
- What CPD will be needed?
- How will you assess the effectiveness of the provision?

Readiness Rating:

Selected readiness rating: Initial return	
Selected readiness rating: Interim return	
Selected readiness rating: Final return	

Description of your initial position

Description of your interim position

Description of your final position

Actions to be completed	Responsible person	Target completion date	Actual completion date

	28		
On track			

Route Level Templates

Route level template	
Route Name	
Implementation Category:	Curriculum Planning
Considerations:	
• How will you fit T Level delivery into your current curriculum? • Will T Levels run alongside existing qualification programmes for this area or replace existing delivery? • If replacing existing delivery what are the implications? • What are the requirements for registration to deliver each T Level with each Awarding Organisation?	
Readiness Rating:	
Selected readiness rating: Initial return	
Selected readiness rating: Interim return	
Selected readiness rating: Final return	
Description of your initial position	
Description of your interim position	
Description of your final position	

Actions to be completed	Responsible person	Target completion date	Actual completion date
On track			

Route level template	
Route Name	
Implementation Category:	Students

Considerations:

- How many students do you need to successfully deliver this T Level route?
- What type of students will you be targeting?
- Will they be existing level 2 students or new students?
- Where will new students be recruited from
- What is in place to retain the students?
- What is the contingency if you do not recruit the needed number of students?
- Do you need to amend entry requirements in marketing materials?

Readiness Rating:

Selected readiness rating: Initial return	
Selected readiness rating: Interim return	
Selected readiness rating: Final return	

Description of your initial position

Description of your interim position

Description of your final position

Actions to be completed	Responsible person	Target completion date	Actual completion date
On track			

Route level template	
Route Name	
Implementation Category:	Space
Considerations:	

• Do you currently have suitable, up to date and appropriate space to deliver this T Level route?
• If not, how will you expand?
• Can you refurbish or repurpose existing space?
• Do you have any capital needs?
• Will you need to source funding?

Readiness Rating:

Selected readiness rating: Initial return	
Selected readiness rating: Interim return	
Selected readiness rating: Final return	

Description of your initial position

Description of your interim position

Description of your final position

Actions to be completed	Responsible person	Target completion date	Actual completion date
On track			

Route level template	
Route Name	
Implementation Category:	Equipment

Considerations:
• What are the requirements for teaching materials, equipment and aids for this T Level route? • What equipment do you already have and what is its standard? • What type of equipment would you need to achieve world-class standard? • How will you fund any needed equipment?

Readiness Rating:	
Selected readiness rating: **Initial return**	
Selected readiness rating: **Interim return**	
Selected readiness rating: **Final return**	

Description of your initial position

Description of your interim position

Description of your final position

Actions to be completed	Responsible person	Target completion date	Actual completion date
On track			

Route level template	
Route Name	
Implementation Category:	Teaching and Learning

Considerations:

• What will be the content of lessons?
• How will lessons be planned?
• What materials will need to be developed?
• When and how will a scheme of work be completed?
• What are the FTE staffing requirements?
• What materials will need to be developed?
• Who will teach each element of the course?
• Are those teaching qualified and do they have relevant industry experience?

Readiness Rating:

Selected readiness rating: Initial return	
Selected readiness rating: Interim return	
Selected readiness rating: Final return	

Description of your initial position

Description of your interim position

Description of your final position

Actions to be completed	Responsible person	Target completion date	Actual completion date

On track	

Route level template	
Route Name	
Implementation Category:	Curriculum Planning

Considerations:

• How will you fit T Level delivery into your current curriculum?
• Will T Levels run alongside existing qualification programmes for this area or replace existing delivery?
• If replacing existing delivery what are the implications?
• What are the requirements for registration to deliver each T Level with each Awarding Organisation?

Readiness Rating:

Selected readiness rating: Initial return	
Selected readiness rating: Interim return	
Selected readiness rating: Final return	

Description of your initial position

Description of your interim position

Description of your final position

Actions to be completed	Responsible person	Target completion date	Actual completion date
On track			

Route level template	
Route Name	
Implementation Category:	Students
Considerations:	

• How many students do you need to successfully deliver this T Level route?
• What type of students will you be targeting?
• Will they be existing level 2 students or new students?
• Where will new students be recruited from
• What is in place to retain the students?
• What is the contingency if you do not recruit the needed number of students?
• Do you need to amend entry requirements in marketing materials?

Readiness Rating:

Selected readiness rating: Initial return	
Selected readiness rating: Interim return	
Selected readiness rating: Final return	

Description of your initial position

Description of your interim position

Description of your final position

Actions to be completed	Responsible person	Target completion date	Actual completion date
On track			

Route level template	
Route Name	
Implementation Category:	Space

Considerations:
• Do you currently have suitable, up to date and appropriate space to deliver this T Level route? • If not, how will you expand? • Can you refurbish or repurpose existing space? • Do you have any capital needs? • Will you need to source funding?

Readiness Rating:	
Selected readiness rating: Initial return	
Selected readiness rating: Interim return	
Selected readiness rating: Final return	
Description of your initial position	
Description of your interim position	
Description of your final position	

Actions to be completed	**Responsible person**	**Target completion date**	**Actual completion date**
On track			

Route level template	
Route Name	
Implementation Category:	Equipment
Considerations:	

Considerations:
• What are the requirements for teaching materials, equipment and aids for this T Level route? • What equipment do you already have and what is its standard? • What type of equipment would you need to achieve world-class standard? • How will you fund any needed equipment?

Readiness Rating:

Selected readiness rating: Initial return	
Selected readiness rating: Interim return	
Selected readiness rating: Final return	

Description of your initial position

Description of your interim position

Description of your final position

Actions to be completed	Responsible person	Target completion date	Actual completion date
On track			

WITHDRAWN

Feedback

Feedback
If you experience any difficulties or issues with or identify any potential improvements to plan completion, please complete the relevant box below. Please note this page is only for feedback on the structure of the plan itself.
Guidance pages
Provider Templates
Route Templates
Other

Education & Skills
Funding Agency

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