T-LEVELS
THE NEXT LEVEL QUALIFICATION

CCG | Chichester College Group

GUIDE FOR EMPLOYERS

Ofsted Outstanding Provider

WELCOME TO THE NEXT LEVEL

WELCOME TO THE NEXT LEVEL

WHAT ARE T LEVELS?

T Levels are a new national qualification that the government made available across England in September 2020.

Chichester College Group was chosen to be one of the first providers in the country to deliver T Levels.

The 'T' in T Levels stands for Technical, the idea behind these qualifications is that they will introduce a new system of technical education, equivalent to 3 A-levels, for students aged 16-19. In order to support entry into skilled employment, T Levels will combine 80% classroom theory and practical learning with 20% industry placement.

At the heart of each T Level is a 315 hour (45 day) industry placement, which will give you early access to the brightest talent entering your industry. The industry placements are designed to be flexible, they could be block weeks or regular days per week, depending on the needs of your business and curriculum learning plan.

T-LEVELS

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MOLDING YOUR FUTURE WORKFORCE

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Employers have identified that many young people applying for positions lack essential employability skills. T Levels aims to bridge that gap.

The 2-year T Level courses have been developed in collaboration with employers and businesses so that the content will meet the needs of industry and prepare learners for the real world of work. Students will work towards course specific learning objectives, in order to develop their technical abilities.

During their industry placements there is an emphasis on developing essential skills to mould the future workforce. These include:

- **Being a team player**
- **Having a proactive approach**
- **Being responsible**
- **Having professional etiquette**
- **Being an effective communicator**

FIND OUT MORE AT:
CHICHESTER.AC.UK/T-LEVELS
CRAWLEY.AC.UK/T-LEVELS
HAYWARDSHEATH.AC.UK/T-LEVELS

HOW CAN INDUSTRY PLACEMENTS BENEFIT YOUR BUSINESS?

There are a number of associated direct and indirect benefits for employers by integrating T Level industry placements into their corporate strategy.

- Industry placements are an ideal solution for entry-level skills shortages.
- Your partnership with the college connects you to a pipeline of talented young people and develops your own network of potential employees.
- By influencing the learning pathway for young people entering your industry, you will upskill your potential future workforce with the employability skills you will need from them in the years to come.
- Young people can be an invaluable source of new and interesting ideas that can change the way you think about doing business.
- An industry placement student could help support delivery of key projects.
- Develop the leadership skills of your staff by providing opportunities for them to supervise an industry placement student.
- A commitment to industry placements allows you to raise your organisation's profile, especially as the T Levels gain more public exposure with your customers.

OUR COURSES

OUR COURSES

Chichester College

DIGITAL
- Production, Design and Development
- Support Services

CONSTRUCTION
- Design, Surveying and Planning
- Onsite (Carpentry and Bricklaying)
- Building Services Engineering (Electrical and Plumbing)

EDUCATION AND CHILDCARE
- Education and Childcare

HEALTH & SCIENCE
- Science (Transition Only)

Crawley College

DIGITAL
- Production, Design and Development
- Support Services

CONSTRUCTION
- Building Services Engineering (Electrical)

EDUCATION AND CHILDCARE
- Education and Childcare

HEALTH & SCIENCE
- Health
- Healthcare Science

Haywards Heath College

EDUCATION AND CHILDCARE
- Education and Childcare (Transition Only)

OUR COURSES

DIGITAL

PRODUCTION, DESIGN & DEVELOPMENT

CORE CONTENT

The core work focuses on giving you the essential knowledge, understanding and skills relevant to any digital occupation.
The core content includes the following elements:

- **Business context:** understanding the business environment including dealing with end user, customer and business needs, the value of digital in business and technical change management.
- **Culture:** ethical and moral issues raised by the increasing reliance on technology including impact on culture, autonomous operations and addiction.
- **Data:** concepts and fundamentals of data including how organisations use data, key features and functions of information systems, data format, analysis and maintenance, data modelling and data across different platforms.
- **Digital analysis:** understanding algorithms, action, pattern recognition etc.
- **Digital environments:** systems fundamentals including physical, virtual and cloud.
- **Learning:** awareness of emerging technology trends and innovation.
- **Legislation:** legal and regulatory requirements and the importance of industry standards, where to find them and staying up to date.
- **Planning:** principles of planning including cost-benefit, dependencies, prioritisation quality and time.
- **Security:** understanding privacy and confidentiality of information, processes and protocols plus threats, vulnerabilities and risk management.
- **Testing:** importance of testing of components, interfaces, usability etc.
- **Tools:** understanding digital tools and their use in business.

SPECIALIST ELEMENT

Alongside these core components there will be the opportunity to study the following specialism:

- **Design, implement and test software:** This content develops the specific knowledge and skills needed to design, implement and test software while also considering ethical principles and legal or regulatory requirements. It also develops skills to change, maintain and support software and to analyse problems and work collaboratively to find solutions.

SUPPORT SERVICES

CORE CONTENT

The core work focuses on giving you the essential knowledge, understanding and skills relevant to the support sector of the industry. The core content includes the following elements:

- **Business Context:** understanding the business environment including dealing with end user, customer and business needs, the value of digital in business and technical change management.
- **Culture:** ethical and moral issues raised by the increasing reliance on technology including impact on culture, autonomous operations and addiction.
- **Data:** concepts and fundamentals of data including how organisations use data, key features and functions of information systems, data format, analysis and maintenance, data modelling and data across different platforms.
- **Digital Analysis:** understanding algorithms, action, pattern recognition etc.
- **Digital Environments:** systems fundamentals including physical, virtual and cloud.
- **Diversity and Inclusion:** principles of digital inclusion, and legislation relating to equality and diversity.
- **Learning:** awareness of emerging technology trends and innovation.
- **Legislation:** legal and regulatory requirements and the importance of industry standards, where to find them and staying up to date.
- **Planning:** principles of planning including cost-benefit, dependencies, prioritisation quality and time.
- **Security:** understanding privacy and confidentiality of information, processes and protocols plus threats, vulnerabilities and risk management.
- **Testing:** importance of testing of components, interfaces, usability etc.
- **Tools**: understanding digital tools and their use in business.

SPECIALIST ELEMENT

Alongside these core components there will be the opportunity to study the following specialism:

- **Digital Infrastructure:** This content develops the specific knowledge and skills needed to design, configure and test computer networks whilst also considering the variety of different threats that could make an impact on an organisation as well as keeping in line with different legal and regulatory requirements. It also develops the skills needed to respond to planned changes, user needs and to collaboratively analyse new security threats before implementing protection techniques to protect both users and IT systems.

OUR COURSES
CONSTRUCTION

DESIGN, SURVEYING & PLANNING

CORE CONTENT

The core work focuses on giving you the essential knowledge, understanding and skills relevant to any construction occupation. The core content covers:

- **Supporting knowledge** including health and safety, information and data capture, scientific principles and their application in the built environment and standards for scientific measurement.
- **Principles of design** in the built environment, roles of different disciplines, design process from conception to completion and life-cycle assessment.
- **Structure of the construction industry**, integration of the supply chain, how projects are procured and managed, current/future factors impacting the industry.
- **Importance of sustainability**, environmental legislation, policies and initiatives, principles of heritage and conservation, lean construction, waste management energy production and use.
- **Building technology** including construction methods, forms of construction, regulations and standards and manufacturers' instructions.
- **Relationship management** including types of stakeholder, customer service principles, the importance of team work, equality, diversity and representation including related legislation, employment rights and responsibilities.
- **Digital technology** including digital engineering techniques, opportunities for the use and adaptation of technology.
- **Business and commerce** including business structures, values and objectives, corporate social responsibility, entrepreneurship and innovation, principles of project management, quantification and costing.

SPECIALIST ELEMENT

Alongside these core components there will be the opportunity to study the following specialism:

- **Surveying and design for construction and the built environment:** This specialism builds knowledge and skills around measuring, analysing and designing the built environment and working to an agreed brief. It covers ethical principles, sustainability and working to legal and regulatory requirements and develops skills in analysing problems, understanding commercial implications and working collaboratively to find solutions.

ONSITE

(Carpentry and Bricklaying)

CORE CONTENT

The core work focuses on giving you the essential knowledge, understanding and skills relevant to the support sector of the industry. The core content includes the following elements:

- **Business Context:** understanding he business environment including dealing with end user, customer and business needs, the value of digital in business and technical change management.
- **Culture:** ethical and moral issues raised by the increasing reliance on technology including impact on culture, autonomous operations and addiction.
- **Data:** concepts and fundamentals of data including how organisations use data, key features and functions of information systems, data format, analysis and maintenance, data modelling and data across different platforms.
- **Digital Analysis:** understanding algorithms, action, pattern recognition etc.
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- **Testing:** importance of testing of components, interfaces, usability etc.
- **Tools**: understanding digital tools and their use in business.

CARPENTRY AND JOINERY SPECIALISM

The purpose of this specialism is for learners to know and undertake carpentry and joinery work. Learners will have the opportunity to plan, perform and evaluate their work whilst utilising a range of materials, methods, and techniques. Carpentry and joinery are trades involving the use of timber in the building industry, from erecting timber frame, roofs and hanging doors through to making doors, windows, and stairs. This specialism will introduce the variety of timber and materials available to a carpenter and joiner and how these are cut, jointed, and fixed to construct a variety of products. Learners will be introduced to safe working practices whilst carrying out carpentry and joinery work.

BRICKLAYING SPECIALISM

The purpose of this specialism is for learners to know and undertake fundamental bricklaying work within different construction environment's, such as domestic brick and block work, solid and cavity walling, design and build complex masonry structures, and use masonry skills to refurbish different types of buildings. Learners will have the opportunity to plan, perform and evaluate their work whilst utilising a range of materials, methods, and techniques to allow the learner to progress. Learners will be introduced to safe working practices whilst carrying out bricklaying work.

BUILDING SERVICES ENGINEERING

CORE CONTENT

The core content covers a whole range of topics related to the industry:

- Health & safety in construction
- Construction science, design, sustainability and measurement principles
- Construction & the built environment industry
- Building technology principles
- Information and data principles
- Relationship management in construction
- Digital technology in construction
- Commercial/business principles in construction

OCCUPATIONAL SPECIALISM

You will choose one occupational specialism from the building services route between Plumbing & Electrical.

PLUMBING SPECIALISM

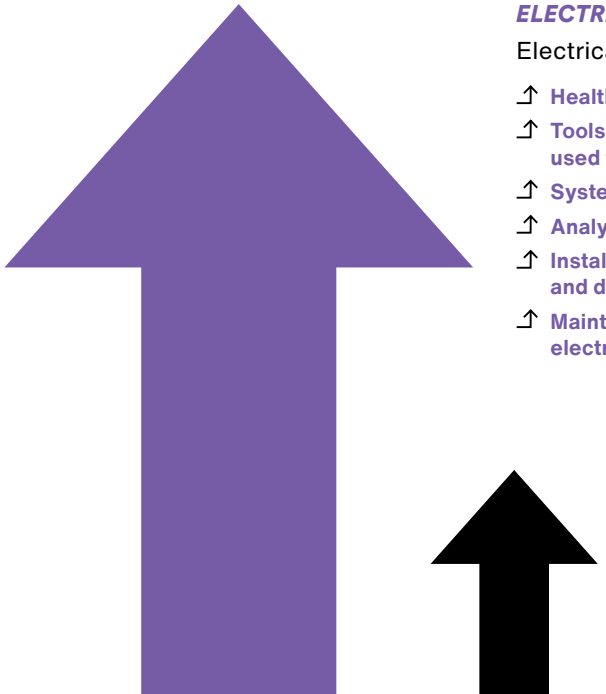
Plumbing specialism will cover:

- Fundamental health & safety practices associated with carrying out plumbing work
- Plumbing tools and equipment
- Pipework materials, installation methods and jointing processes
- Plumbing systems and their purpose
- Plumbing science
- Principles of measurement and marking out components and pipework

ELECTRICAL SPECIALISM

Electrical specialism will cover:

- Health and safety practices
- Tools, materials and equipment used to complete tasks
- Systems and products
- Analysing and using information
- Installing, commissioning and decommissioning
- Maintaining electrical and electronic equipment systems



OUR COURSES

EDUCATION & CHILDCARE

EDUCATION & CHILDCARE

CORE CONTENT

The core work gives you the essential knowledge and skills relevant to any education related occupation. It includes the following elements:

- **Education context:** an overview of childcare and education 0-19; working in the sector, roles and responsibilities plus career opportunities.
- **Child development:** expected patterns of development from 0-19 including language, social interaction, wellbeing, transitions and significant events.
- **Supporting education:** different key stages, skills and characteristics that support education, pedagogical approaches, the role of metacognition, using technology and factors affecting development of literacy and mathematics.
- **Safeguarding, health and wellbeing:** statutory guidance, legal requirements, children at risk and in need, signs of danger or abuse and impacts.
- **Behaviour:** the stages of development and factors hat impact behaviour and therefore the implications for managing behaviour.
- **Observation and assessment:** purposes and importance of assessment.
- **Equality and diversity:** legislation, regulation, codes of practice etc.
- **Special educational needs and disability (SEND):** principles of inclusion, relevant laws, codes of practice and professionals/organisations etc.
- **English as an Additional Language (EAL):** stages of acquiring language and factors affecting it, strategies to support those learning EAL.
- **Parents, families and carers:** working effectively with these people.
- **Working with others:** agencies and services that support children, families and carers, developing professional boundaries and relationships.
- **Reflective practice:** current priorities and debates in education, continuing professional development, development feedback and strategies.

SPECIALIST ELEMENT

Alongside these core components there will be the opportunity to study the following specialisms:

- **Early Years Educator:** You will be working with children from birth to 5 years, where most of your industry placement will be within in a nursery setting. You will learn about the importance of play in early years. It will be essential that you become part of the team and work with colleagues to support children's needs within the settings. You will be involved in developing relationships with children, supporting care routines, planning activities, carrying out child observations and promoting safety. This pathway gives you a 'License to Practice'.
- **Assisting Teaching:** Most of your industry placement will be working within schools, supporting teaching and learning. You will be supporting the class teacher to enhance children's education. This will allow you to take a Teaching Assistant role, where you will work with children either individually or in groups. You will be involved with planning and providing learning activities. You will also learn about how to keep children and young people safe. This pathway does not give you a 'License to Practice', but leads to Teaching Assistant roles.

OUR COURSES

HEALTH & SCIENCE

HEALTH

CORE CONTENT

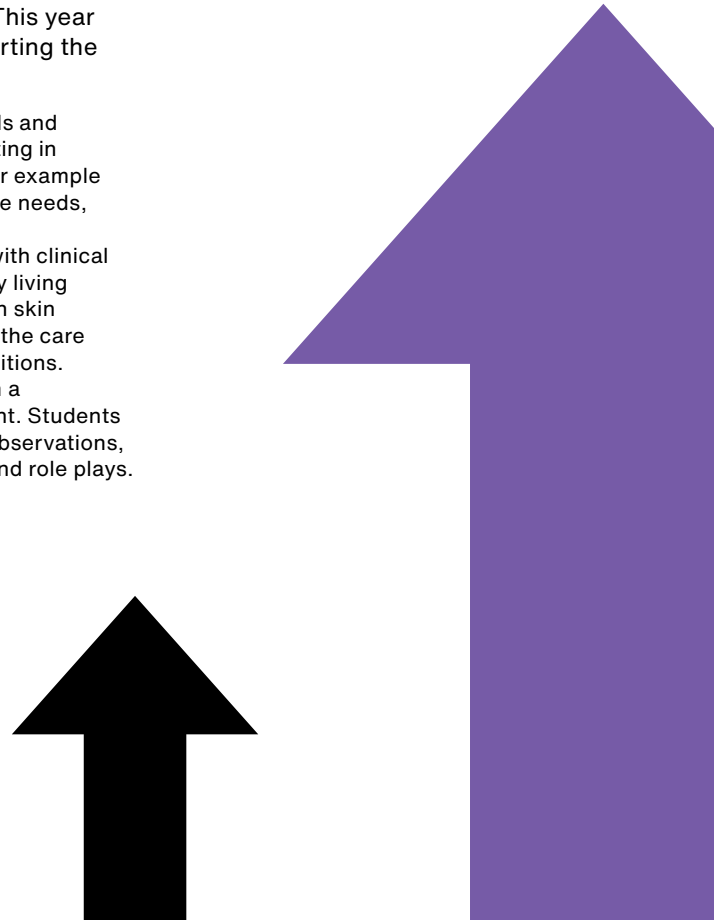
The core element focuses on giving students the essential knowledge, understanding and skills relevant to any healthcare occupation. The core content includes the following elements:

- **Working within the healthcare and science sector:** students will learn the importance of adhering to organisational policies and procedures, understanding about professional behaviours and job roles, and will learn about the origins and structure of the healthcare sector.
- **Health, safety and environment regulations in the healthcare and science sector:** Students will learn about the legal duties set out by relevant legislation and guidelines in regards to keeping the working environment safe. Students will also learn about the purpose of keeping the workplace safe and how to promote this, and about the responsibilities in regards to moving and handling and first aid procedures.
- **Managing personal information and data within the healthcare and science and sector:** Students will learn how to record, report and store information, along with what happens if these procedures are not followed correctly. Students will also learn about what personal information might be kept and how and why this may need to be shared, as well as the importance of confidentiality.
- **Good Scientific and Clinical Practice:** Students will develop knowledge and understanding of the principles of good scientific and clinical practice, including an understanding of the importance of adhering to standard operating procedures, management of equipment and work areas, and stock control.
- **Providing person-centred care:** Students will learn about the laws and guidance which underpin person-centred practice, the key values of the healthcare sector, and how needs may change throughout the lifespan and ways to effectively support these needs when working with individuals with conditions such as dementia, learning disabilities and mental health illnesses.
- **Health & Well-being:** Students will learn about how health and wellbeing can vary within life stages and the impact of lifestyle choices. Students will also learn about how to promote health and recognise when an individual is experiencing poor health and well-being.
- **Infection, prevention & control in health specific settings:** Students will learn the key skills and procedures in controlling the spread of infections, and gain awareness of antimicrobial resistance and how to reduce the risk of this.
- **Safeguarding:** Students will learn about the key legislation and principles which underpin safeguarding. Students will also learn about different types of abuse, how to spot signs and symptoms, and factors which make individuals more vulnerable to abuse. Students will then learn about what actions to take if abuse is suspected or disclosed.
- **An understanding of fundamental scientific concepts:** Students will also study scientific concepts such as the structure and function of cells and tissues, human anatomy, Microbiology, and Immunology. Also materials and chemical properties, rates of reaction and energy changes, electricity, magnetism, waves and radiation.

SPECIALIST ELEMENT

In the second year students will be given the opportunity to specialise in an occupational pathway. This year CCG will be offering supporting the adult nursing team.

- Students will learn key skills and knowledge around supporting in healthcare and nursing. For example assisting with personal care needs, undertaking physiological measurements, assisting with clinical tasks, supporting with daily living activities and assisting with skin integrity assessments and the care and treatment of skin conditions. Students will be learning in a simulated ward environment. Students will be assessed through observations, professional discussions and role plays.



HEALTHCARE SCIENCE

CORE CONTENT

The core element focuses on giving students the essential knowledge, understanding and skills relevant to any healthcare science occupation. The core content includes the following elements:

- **Working within the Health and Science sector:** Students will learn the importance of adhering to organisational methods and policies, the purpose of quality and standards with their work, and understand codes of conduct and ethical behaviour.
- **Health, Safety and Environmental regulations:** Students learn about how the industry is regulated, the types of legislation that they have to follow, and how to adopt safe working practices while at work.
- **Providing Person centred care:** The importance of this and how it underpins practice within the Healthcare Science sector. Good practice regarding this and the importance of clear communication. Duty of care and how it relates to the sector. Safeguarding and identifying and reporting abuse.
- **Infection Prevention and control in Healthcare Science Settings:** Students are taught techniques to prevent infection spreading, dealing with spillages and hazardous waste.
- **Managing information and data:** Students will learn how to record and report information, learn the importance of information and data storage, along with what happens if these procedures are not followed correctly.
- **Good Scientific and Clinical Practice:** Developing knowledge and understanding of the principles of good scientific and clinical practice, including an understanding of the importance of adhering to standard operating procedures, management of equipment and work areas, and stock control.
- **An understanding of fundamental scientific concepts:** Students will also study scientific concepts such as the structure and function of cells and tissues, human anatomy, Microbiology, and Immunology. Also materials and chemical properties, rates of reaction and energy changes, electricity, magnetism, waves and radiation.

SPECIALIST ELEMENT

In the second year students are given the opportunity to specialise. The route offered by CCG is:

- **Assisting in Healthcare Science:** Students are taught to support professionals to carry out a wide range of physiological, physical and clinical engineering services to produce reliable data and images for use by healthcare professionals. They will be assessed collecting a range of specimens for analysis, and to process and analyse specimens in a range of life science areas and laboratory environments.

SCIENCE
(Transition Only)

CORE CONTENT

The level 2 transition programme is designed for you to progress onto the level 3 T Level in Laboratory Sciences. During the level 2 transition programme you will develop your technical science skills alongside your maths and English GCSEs. This exciting new programme will cover areas of core biology, chemistry and physics, heath and safety, working in the laboratory and is tailored to the development of your practical science skills. You will also complete a work placement as part of the qualification.

YOU WILL STUDY:

- A level 2 qualification in Applications of Applied Science
- A programme of employability skills to support you in preparation for working in the science sector, undertaking up to 25 hours of work placement
- As part of your technical training you will also undertake a project based Silver Crest Award and a Health and Safety Qualification

YOU WILL STUDY THE FOUR FOLLOWING UNITS AS PART OF THE TRANSITION PROGRAMME:

- Application of Chemical Substances
- Application of Physical Science
- Health Application of Life Science
- Scientific Skills

ASSESSMENT

Assessment is one exam in June.

PROGRESSION

Progression will be onto the level 3 T Level wehre you will develop your science technical skills and knowledge and have an industry placement for a min of 45 days. In the second year of the programme you will follow an occupational specialism in Laboratory Sciences.

FREQUENTLY
ASKED QUESTIONS

FREQUENTLY ASKED QUESTIONS

HOW ARE INDUSTRY PLACEMENTS DIFFERENT TO WORK EXPERIENCE?

Industry placements will be for a minimum of 315 hours (at least 45 days), with students studying a related course. Therefore, students will have relevant skills and knowledge that enable them to add value to your business over their placement.

Work experience typically involves a student shadowing you for 1 or 2 weeks, having not necessarily studied a course relevant to your industry. They are mostly there to observe and experience a first taster for the world of work.

HOW CAN I BALANCE THIS WITH CORE BUSINESS ACTIVITIES?

Students will undergo preparation before beginning their industry placement. In addition to the technical knowledge they gain from their course, they will develop employability skills.

Goals and responsibilities will be agreed in the industry placement agreement, signed by yourself, the student and the Industry Placement Officer, prior to the placement starting.

FAQS CONTINUED

FREQUENTLY ASKED QUESTIONS

FREQUENTLY ASKED QUESTIONS

HOW CAN I MAKE SURE I GET SUITABLE STUDENTS?

You can work with the college to find the best student for your organisation. Be transparent about your requirements. If you would like, this can involve you holding a CV screening and/or interview process. Note that all students will be studying a technical course that should be relevant to the industry placement being offered.

DO I NEED TO PAY THE STUDENT?

There is no legal requirement or expectation that T Level students will be paid. However, you can pay the student should you wish to, or support the student with their travel and subsistence costs.

WILL THERE BE LOTS OF PAPERWORK?

No. All legal, health and safety, insurance and other documents will be given as templates, pre-filled where possible, to minimise your workload and the amount of paperwork required.

WHAT SUPPORT WILL I RECEIVE?

An Industry Placement Officer will support you to set up the placement, from dealing with administration to helping you find the right student. Once a placement begins, they will continue to provide support to both the student and supervisor, where necessary, and will seek to learn and improve the process over the course of the placement.

USEFUL LINKS

USEFUL LINKS

- **Employer support for industry placements:**
  https://employerindustryplacements.co.uk/
- **What employers say about industry placements:**
  https://youtu.be/hd4WGLhW5MY
- **Meet the future workforce:**
  https://www.tlevels.gov.uk/employers
- **Further information of how industry placements will work:**
  https://www.gov.uk/guidance/industry-placements
- **What's next for T levels?**
  https://www.tlevels.gov.uk/students/subjects

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HM Government

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