

# T Level Industry Insights Individual Placement Application Form Preview and Guide

1. When you access the landing page for the Industry Insights Individual Placement application form, you should read all the information carefully before starting your application. You will then need to register or log in to access the application form.

2. You will be asked to select your organisation from the drop-down menu. Please only enter manually if your organisation is not in the list. We will use your answer to check that you are from an eligible provider.

## T Level Professional Development - Industry Insights Application Form

**Applications for Industry Insights, academic year 23/24 opened on August 1st 2023 and will remain open until 16th July 2024.**

**YOUR DETAILS   PLACEMENT DETAILS   AIMS AND OBJECTIVES   LINE MANAGER DETAILS   FINANCE DEPARTMENT'S DETAILS   REVIEW**

### YOUR DETAILS

Education establishment \* ⓘ

- ☒ Look for an existing education establishment  
☐ Enter education establishment details manually

Education establishment

Save and next page

3. This section asks you to tell us about the placement you have organised.

You need to provide us with the contact information (name, phone number and email address) for the person you have been liaising with at your placement setting. The ETF will contact this person ahead of the placement to confirm it and send mandatory paperwork for review and signature.

PLACEMENT DETAILS

Provide details for the employer you have arranged your placement with. Please make them aware the ETF will be in touch if your application is approved.

Employer Name \* ⓘ

Employer Address \*

Town or City \*

Postcode \*

Employer phone number \*

T Level \*

Contact First Name \*

Contact Last Name \*

5. The Aims and Objectives section is important as this is one of the ways we determine the eligibility of your application.

**Please describe the activities you plan to undertake on the placement and explain why this placement and these activities will enhance/upskill your industry experience and in turn enhance your T level preparation, knowledge and/or delivery.**

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YOUR DETAILS

PLACEMENT DETAILS

AIMS AND OBJECTIVES

LINE MANAGER DETAILS

FINANCE DEPARTMENT'S DETAILS

REVIEW

AIMS AND OBJECTIVES

The activities I will undertake on this placement are... \*

This will benefit my T Level preparation, delivery and/or knowledge by... \*

6. This section asks you to provide your line manager details so they can approve your application. Ensure you give an organisational email address.

LINE MANAGER DETAILS

As part of the process, we will ask your line manager to review and approve your application.

Line Manager's First Name \*

Line Manager's Last Name \*

Line Manager's Job Title \*

Line Manager's Email \*

Line Manager's Phone Number \*

Back

Save and next page

7. This section asks you to provide finance contact details for your organisation, so remission funding can be paid to them when you complete the programme. A general finance email is acceptable; simply put N/A for the name fields.

FINANCE DETAILS

In order to pay remission for your placement, we require your finance contact details. Please ensure this is a finance department contact and do not replicate line manager details here. A specific contact or general finance inbox is acceptable. If using a general finance inbox, you can enter N/A in the First Name and Last Name boxes. Once you have completed the programme, ETF will send the contact you list here a request to invoice for remission funding

First name \*

Last name \*

Email \*

Phone Number \*

Back

Save and next page

8. You will then be shown a final screen with the opportunity to review your application and edit any sections before pressing Submit. Your line manager will get an automated request for approval. The ETF will then review your application and be in touch with the next steps.