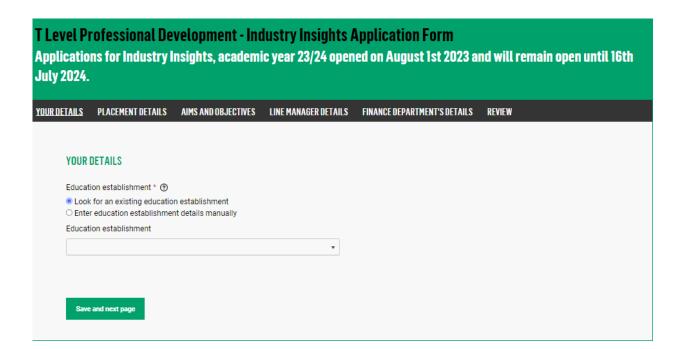
## T Level Industry Insights Individual Placement Application Form Preview and Guide

- 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.



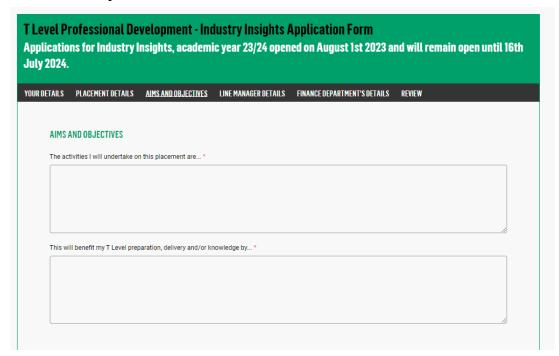
3. This section asks you to tell us about the placement you have organised.

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.

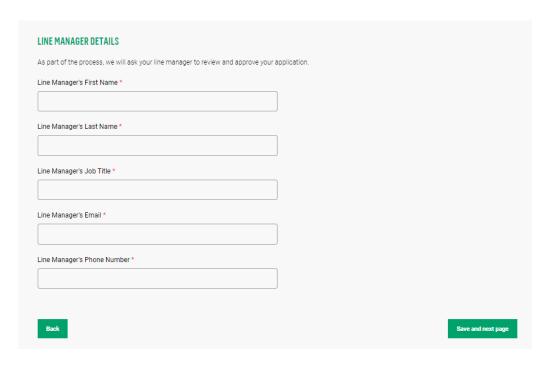
PLACEMENT DETAILS	
Provide details for the employer you have arranged your placement with. Please make them aware the ETF will be in touch if your application is approved.	
Employer Name * ①	
Employer Address *	
Town or City *	
Postcode *	
Employer phone number *	
T Level *	
Contact First Name *	
Contact Last Name *	

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

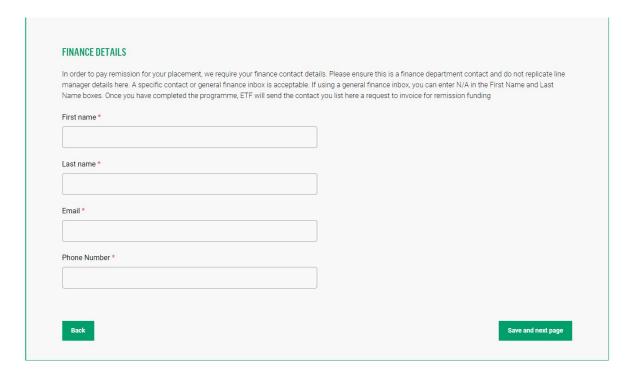
Please describe the activities you plan to undertake on the placement and explain why this placement and these activities will enhance/upskill your industry experience and in turn enhance your T level preparation, knowledge and/or delivery.



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



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.



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.