



T Level Employer Information Pack

Shaping Future Talent Together

**KENNET
SCHOOL**
SIXTH FORM

Welcome

At Kennet School, we are dedicated to providing our students with the best educational experience available. In addition to supporting and challenging our students to develop their skills and knowledge in the classroom, we aim to give them the opportunity to put these skills into practice and gain valuable experience in the workplace by offering students a substantial industry placement as part of their T Levels programme. High-quality industry placements are a mandatory element of the T Levels programmes. During these placements students will spend a minimum of 315 hours, with an external employer, applying their academic learning, developing technical skills, and becoming more employable.

Only with the commitment and support of our local employers can we offer these placements and better prepare our students to make the transition into work, contributing to the development of a motivated, ambitious, and capable workforce.

Your organisation plays a vital role in helping young people develop the real-world knowledge, skills and behaviours they need to succeed. We are committed to making the partnership positive, well supported, and mutually beneficial.

This booklet offers general guidance and practical advice on what is involved when offering placements. It is intended to help set up and plan structured placement activities that generate the maximum benefit for both employers and students.



T-LEVELS



Why Work With Kennet School?





- Access enthusiastic, motivated young people
- Help develop your future workforce
- Strengthen links with the community
- Support staff development through mentoring
- Share expertise and raise your business profile.

What Are T Levels?

T Levels are two-year qualifications designed with employers to provide students with the technical skills industry needs. Each course includes:

- A substantial Industry Placement (*minimum 315 hours / approx. 45 days*)
- Real workplace assessments
- Specialist technical teaching
- Professional employability and interpersonal skills

T Levels currently offered by Kennet School:

T Level	What Students Learn	Occupational Specialism	Typical Industry Placement Settings
 Education & Early Years	Child development, safeguarding, SEND, behaviour, and inclusive practice	Early Years Educator	Nurseries, early years settings, schools, childcare providers
 Health	Health and science fundamentals, patient care, infection control, and professional practice	Supporting the Adult Nursing Team	Hospitals, care settings, GP practices, community health providers
 Management & Admin.	Business context, project management, people, finance, quality and compliance	Business Support	Offices, public sector organisations, SMEs, corporate business environments
 Media, Broadcast & Production	Content creation, production processes, professionalism, ethics, and audience engagement	Content Creation and Production	Media companies, broadcasters, marketing teams, digital content providers

Ways You Can Get Involved

Employers can support our students in various flexible ways:

- **Industry Placements:** Offer a structured 45–60 day placement where students contribute to genuine workplace activity
- **Workplace Visits & Tours:** Provide insight into your industry and the roles available
- **Guest Talks / Workshops:** Share expertise, career journeys or sector knowledge
- **Live Project Briefs:** Set a real business challenge or project for students to work on
- **Participation in Careers Events:** Mock interviews, employer panels, or careers fairs.

We can tailor involvement around the capacity of your organisation, whether you're a large employer or a small local business.

What Employers Can Expect From Us

We are committed to working in close partnership with employers to ensure industry placements are well planned, well supported, and mutually beneficial. Employers can expect:

- **A dedicated Placement Officer** as your single point of contact
- **Prompt responses** to enquiries within 48 working hours
- **Personalised placement support**, including advice and templates to help design meaningful placements
- **Pre-placement preparation**, including briefings, paperwork support (DBS where applicable), and safeguarding guidance
- **Health and safety checks** completed before placements begin
- **Clear learning goals** agreed for each student
- **Well-prepared students** who understand workplace expectations, roles, and behaviours
- **SEND support**, including guidance on reasonable adjustments where required
- **Ongoing communication and check-ins** throughout the placement.
- **Safeguarding support** through a named contact for advice and intervention if needed
- **Prompt support** to resolve any concerns during or after the placement
- **Opportunities to provide feedback** and help shape our placements offer.

What Students Need Before Starting Placement

All students complete preparation before starting their industry placement. Minimum starting requirements (which may vary slightly by course) include:

- Attendance at an employer induction*
- Health & safety and mandatory training*

Course-Specific Preparation *(varies slightly by course)*

- ✓ **Education & Early Years:** Understanding of safeguarding, communication expectations
- ✓ **Health:** Infection control knowledge, simulation-based practice
- ✓ **Management/Admin:** understanding of confidentiality and organisational processes
- ✓ **Media, Broadcast & Production:** Team introduction, understanding of workflow basics

** completed at the start of placement*

Employer Responsibilities

Employers must:

- Provide a safe and inclusive placement, with clear working hours
- Appoint a named supervisor/mentor
- Conduct an initial workplace induction, including health and safety, work expectations and practices
- Ensure students understand their tasks and who to approach with questions or concerns
- Provide students with access to meaningful tasks aligned to their learning objectives
- Provide constructive feedback to support student development
- Notify the school of any concerns or changes to the placement promptly
- Inform the school of student absences by 10am via email or phone
- Ensure compliance with health and safety legislation, including HSE guidance for young people at work.

We will support employers to meet these expectations and provide guidance where needed.

What Employers Do Not Need To Do

- Pay students (although you may choose to do so)
- Create a special programme - students contribute to your normal workflow
- Provide theoretical teaching (this is delivered in school)

Safeguarding & Welfare

We provide safeguarding training to students and can support employers with safeguarding expectations and procedures.



Our Support Throughout the Placement

Employers will receive:

- Regular check-ins
- A clear escalation pathway
- A visit early in the placement
- Assessment and observation schedules (where required)
- Help with compliance, risk assessments and adjustments

Frequently Asked Questions

What is expected from an industry placement?

Placements should be useful to your business and seen by the student as 'real work'. Employers need to ensure there is enough work to keep the student occupied, with varied tasks that provide a range of experiences. A mentor should be available to guide the student, advising on tasks and offering support throughout the placement.

How long do placements last?

A minimum of 315 hours (approximately 45 days), typically over a six-month period.

When can students attend a placement?

Typically involve 1-2 days per week and/or block placements, depending on the student's timetable. This will be agreed upon in advance.

Do I have to complete additional Health and Safety checks?

Employers are responsible for the health and safety of young people on industry placements, as they are treated as employees during their time with you. This includes providing a safe working environment, adequate supervision, and an appropriate induction.

Kennet School will carry out Health and Safety compliance checks to ensure safety. If you already employ 16 or 17-year-olds, no additional health and safety checks are typically required.

Do I need additional Liability Insurance?

Existing employers' liability insurance will typically cover both industry and work placements, provided the insurer is a member of the Association of British Insurers or Lloyd's. You may need to inform your insurer if you are hosting a student on placement for more than two weeks.

Do I have to pay them?

There is no legal requirement or expectation that students will be paid as these placements are part of their course. However, employers can choose to offer payment.

Do I need to have a Disclosure and Barring (DBS) Check?

Employers are not required to carry out an enhanced Disclosure & Barring Service (DBS) check on staff supervising students during either industry or work placements, unless specified by the nature of the role. If a DBS check is required for the student, Kennet School can arrange this.

What support will I get?

You will be allocated a Placement Officer (Industry or Work Placement) to liaise with. They will answer any questions, agree on the specific details of the placement, and provide ongoing support throughout its duration. If a student has additional support needs in school, this can continue in the workplace to ensure they get the most out of their placement. Your Placement Officer will also be available to discuss any concerns and identify what support is available to help overcome barriers.

What do I do if a student is absent?

Students are instructed to inform their placement employer immediately if they are likely to be absent. If a student does not arrive, is late without a satisfactory explanation, or you have any concerns about their attendance, please contact us right away.

Do I need to complete any administration?

All required documentation should be completed before the student starts their placement with you. During the placement, reviews will be conducted to assess the student's progress, and employer input will be requested (via a mid-point Progress Indicator Review).

At the end of the placement, you will be asked to complete a to provide feedback on the student's performance and highlight any areas for development (via a final Progress Indicator Review).



Creating a Successful Placement

Plan the Placement

Liaise with your workforce to identify suitable tasks or projects for the student and agree on who will be responsible for mentoring and supervising them during the placement. Planning the placement with clear objectives will help students stay motivated, engaged and focused. Assigning specific tasks for each day and rotating the student through different areas can provide them with a broader understanding of the business and support both their personal development and the company's goals.

Cover the Basics

At Kennet, we have high expectations of our students as set out in the students code of conduct and would expect these behaviours to continue in the workplace. On the first day, all placement students should receive a comprehensive induction to help them settle in and learn about the workplace. It should include:

- An introduction to the organisation and the key people the student will interact with, including their workplace mentor or buddy
- A tour of the facilities, including housekeeping, first aid facilities, and fire exits
- A briefing on evacuation procedures and other health and safety information
- A clear plan outlining what the student will be doing during their time with you, with agreed targets for achievement
- Details of expectations regarding behaviour, dress code, and confidentiality.

Challenge Them

Give the student real tasks to complete that are appropriate to their capability. Students benefit from hands-on work, which gives them the opportunity to shine and impress. Be proactive in discussing their objectives and desired outcomes for the placement. Raise and address any issues as they arise, ensuring feedback is constructive, sensitive, and encouraging. Regular feedback helps build their confidence, motivates them to get more involved, and supports further learning.

Keep in Touch

We are available to offer help and support at any point during the placement. Regular reviews will be conducted with the student to assess their progress, provide feedback, and support their development. If you have any concerns about the student's performance or behaviour, please contact us.

A Final Review

At the end of the placement, a final review will be conducted. It is an opportunity to evaluate the student's progress, confirm if agreed outcomes have been achieved, and reflect on the benefits the placement has brought to the business. Students will also request feedback through a 'Placement Review,' which helps them understand how they performed and can assist in preparing for future job applications.

Safeguarding


At Kennet School, we have a duty of care to safeguard all our students and support the government's Prevent strategy.

Safeguarding covers many areas, one of which is identifying, responding to, and supporting students who may be at risk to abuse, neglect, radicalisation or bullying.

We have robust safeguarding procedures in place to protect our students, supported by a dedicated team responsible for responding to any concerns relating to student safety or welfare. Once a placement is confirmed, you will be provided with the appropriate contact details should you have any concerns about a student on industry placement or believe they may be at risk.



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