



## Understanding T Levels

This element of the T Level Professional Development (TLPD) offer supports anyone delivering T Levels or advising learners about their Further Education options.

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### Course: Understanding T Levels for Business Support Staff in the Post-16 Sector

#### Who is it useful for?

- Support staff\* who are working in or with providers intending to deliver T Levels, with limited knowledge of T Levels.

#### Course outline:

This is a first introduction to the T Level and wider technical education policy. It targets useful information for business support staff, and changes they will need to make as T Levels are rolled out.

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#### Study mode:

\*\*These courses are delivered online and face-to-face/live online. Taking both course options will maximise the impact of your CPD activity, but if you are time-limited, taking either the online course or the live online event will provide you with the knowledge you need.

- Online course (TLPD03): Understanding T Levels for Business Support Staff  
Recommended six hours of self-guided learning.
- Face-to-face event (C1200): Understanding T Levels for Business Support Staff in the Post-16 Sector  
Delivered either face to face or live online.
- In-house training can be facilitated for your team as a group, either face-to-face or virtually. Please contact your [Area Relationship Development Lead](#) for more information.

#### Learning outcomes:

This course will help you to:

- know the features of T Level programmes
- support the successful introduction of T Levels
- access further resources and support.

*\*This includes business support, learning support, student support and student services.*

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### Entry requirements:

There are no specific entry requirements for this course, however it is expected that you would be working in a support staff role within your Further Education provider. Online courses are provided at no charge to ESFA funded providers. Face-to-face events are aimed at those delivering T Levels in 2020 and 2021.

### Booking information:

To book, create a profile on our [T Level Professional Development Platform](#). After creating a profile, go to the Resources tab and search the relevant course codes, via the filter bar on the right-hand side.

- **Online course (TLPD03): Understanding T Levels for Business Support Staff**
- **Face-to-face event (C1200): Understanding T Levels for Business Support Staff in the Post-16 Sector**

### Cost:

This course is funded by the Department for Education and offered at no charge.

### Further information:

To gain full value from the TLPD offer, please ensure you complete your Training Needs Analysis (via the Professional Development Platform) to find out what other courses are recommended for you. Please visit our [website](#) for details of the whole TLPD offer, or contact your [Area Relationship Development Lead](#).

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**FUNDED BY**



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\*\*Please note, where events cannot run face-to-face due to local or national Covid-19 government guidance, they will be delivered as live online events. Delivery of face-to-face events is subject to minimum numbers being met. If an event is cancelled or postponed, you will be notified within seven days of delivery.