

A young man and a woman are shown in a technical or industrial setting. The man, on the left, is wearing a yellow high-visibility vest over a blue and white striped shirt, with safety glasses perched on his head and a red lanyard around his neck. The woman, on the right, is wearing an orange high-visibility vest over a grey top, with a purple scarf and safety glasses. They are both looking down at something out of frame. In the background, there are large pipes and a brick wall.

ARE YOU T LEVEL READY?

**INTRODUCING THE T LEVEL PROFESSIONAL
DEVELOPMENT OFFER FOR LEARNING
PROVIDERS AND PRACTITIONERS**

WWW.ETFFOUNDATION.CO.UK/TLEVELS

FUNDED BY



Department
for Education

INTRODUCTION AND BACKGROUND

Are you delivering or planning to deliver T Levels? The T Level Professional Development (TLPD) offer from the Education and Training Foundation (ETF) has been commissioned by the Department for Education (DfE) to support you. Developed with experts in collaboration with learning providers and employers, the TLPD offer includes a rich and flexible range of opportunities tailored to your needs.

All elements of this offer are fully funded by the Department for Education.



Who is the TLPD offer for?

For all types of learning providers delivering or planning to deliver T Levels:

- FE colleges
- Academies and schools
- Sixth form colleges
- University Technical Colleges (UTCs)
- Independent training providers

For all those involved in T Levels, whether you are leading, managing, supporting or delivering:

- Strategic leaders and governors – concerned with the strategic changes needed to support the successful introduction of T Levels
- Operational middle leaders and managers – responsible for an aspect of T Level planning and delivery such as curriculum planning, staff development, business support, employer engagement and learner support
- Teachers and trainers – working directly with learners in the delivery and assessment of T Levels, whether new to the classroom or with many years' experience

What will you gain from the TLPD offer?

- Comprehensive support to ensure your organisation is ready for delivering T Levels, both strategically and operationally
- The teaching skills, subject knowledge and confidence to deliver T Levels well for the benefit of your learners
- Opportunities to collaborate with colleagues across the sector to share ideas and resources



"The ETF support has been fantastic – from networking to Industry Insights, the support and impact have been great."

Maria Woodger,
Assistant Principal, South Devon College



T Levels

T Levels are new two-year Level 3 technical courses developed with employers and businesses, which follow GCSEs and are equivalent to three A Levels.

T Levels combine classroom theory, practical learning and substantial industry placements (minimum 315 hours) to make sure students have real experience of the workplace. Their primary purpose is to prepare learners for entry into skilled employment, or higher-level technical study including university. The first three T Levels became available at selected learning providers across England in September 2020. A further seven T Levels were introduced in September 2021.

Further details of T Levels are available in the DfE Introduction of T Levels guidance document: <https://www.gov.uk/government/publications/introduction-of-t-levels>



“I would highly recommend to any T Level provider to work with the ETF to review both their organisational and individual staff needs whilst preparing to deliver these new and exciting qualifications.”

Tom Leahy,
T Level Co-ordinator at
Oldham College

The Education and Training Foundation (ETF)

The ETF is the expert body for professional development and standards in Further Education (FE) and Training in England. Our role is to design, develop and deliver continuous professional development for teachers, leaders and trainers to support government policy and meet sector needs. We have a charitable purpose to improve education and training for learners aged 14 and over.

We have been commissioned by the Department for Education to provide TLPD support for all learning providers who will deliver T Levels including schools, academies, sixth form colleges and UTCs, as well as those in the FE and Training sector. Our offer is informed by key partners including the Association of School and College Leaders and the Association of Colleges as well as a Strategic Advisory Group which includes representatives from:

- Association of Colleges
- Association of Employment and Learning Providers
- Chartered College of Teaching
- Department for Education
- Education and Skills Funding Agency
- EngineeringUK
- Gatsby Foundation
- Institute for Apprenticeships and Technical Education
- Ofqual
- Ofsted
- The ETF's External Assurance Group

THE OFFER

Your fully-funded TLPD support from the ETF consists of six key elements set out below. All elements are available via the ETF's Professional Development Platform (pdp.etfoundation.co.uk) which has been designed to be user-friendly and accessible, allowing you to dip in and out to gain support as needed.

Our CPD includes a mix of flexible e-learning modules or live online and face-to-face workshops – all from expert providers including FutureLearn, Association of Colleges and sector-led Centres for Professional Technical Education.



6 ELEMENTS

1 Training Needs Analysis (TNA)

Your gateway to the TLPD offer as a provider and an individual, our Organisational TNA and Individual TNA will identify gaps and recommend appropriate CPD.

2 Understanding T Levels Courses

An initial introduction for all those planning, delivering or supporting T Levels, our popular 'Understanding T Levels' courses – tailored to different roles – include learning activities, formative assessment tools and support.

3 T Level Role and Route Specific Training

A wide range of pedagogical and subject-specific courses, modules, workshops and other activities are available which can be structured to meet your professional development needs. Training is co-designed with and delivered by staff from T Level providers.

Role specific training offers support for your teaching methods and approaches, whether you are new to technical education or whether you are experienced and want to enhance your practice focused on the particular challenges of T Levels.

Route specific courses focus on what you need for delivery and assessment, critical legislation and planning considerations, as well as teaching approaches and practical skills development.

4 Professional Development for Leaders

Our CPD courses for strategic leaders, governors, and operational middle leaders and managers will give you a good understanding of T Levels so you can shape the direction of your organisation, support the wider leadership team and monitor progress and outcomes.

The offer includes the T Level Leadership Mentoring Programme and a new leadership residential.

5 Networks and Collaboration

Regular networking events are available by T Level route and region – either live online or face to face.

You can also access online communities related to specific T Level routes or aspects of delivery, where you can ask questions, share ideas and collaborate with others involved in T Level delivery.

In addition, funding is available for collaborative projects to produce resources for planning and delivering T Levels – known as T Level Resource Improvement Projects (TRIPs).

6 Industry Insights

Opportunities for you to update your industry knowledge or upskill your industry practice via placements, industry mentoring and workshops.



"I have found the Industry Insights very easy to sign up for and the support has been fantastic."

Amanda Griffiths,
Computer Science and Information
Technology Lecturer, Derby College



"The networks have been brilliant. It's been great to share ideas, thoughts and suggestions but also reassuring to know other providers have similar concerns and challenges."

Imogen Robinson,
Curriculum Development Officer, East Kent College Group

EXAMPLE: How Carmel College used the TLPD offer

T Level training for staff is a large part of our implementation plan and our incredible ETF Area Relationship and Development Lead recommended we look at getting all staff to take the Understanding T Levels course, so they can begin to understand how T Levels will impact their role. We agreed it would be best to do this as a tailored in-house training session – this turned out to be a great decision as staff really pulled together and some great conversations were had!

Since the UTL training, we have:

- Organised our Organisational and Individual Training Needs Analysis sessions
- Signed up to personalised CPD training
- Looked at staff to take part in Industry Placements and Networks
- Begun to arrange Teaching T Levels courses (Vocational & Professional Upskilling and Enhancing Pedagogy) as in-house sessions for at least 15 members of staff

We have also had a member of staff accepted onto the T Level Leadership Mentoring Programme of which the feedback is that the sessions are outstanding and enormously helpful in developing implementation across the college. All in all, we are more than excited to be delivering T Levels in 2022 and pioneering what could be incredible technical qualifications for generations to come!

Vikki Moran, Work Experience
Co-ordinator, Carmel College

ENTRY POINTS

Area Relationship and Development Leads

As you set out on your T Level journey, or if you are already underway, our Area Relationship and Development Leads (ARDLs) will work with you in your capacity as a leader or manager to support and signpost you to the most appropriate CPD activities and reach out to other colleagues across the sector to enable sharing of good practice.

ARDLs provide dedicated support to guide you through the TLPD offer so you have someone to discuss your plans and queries with. Your ARDL will help you with your Training Needs Analysis – both organisational and individual – and the implementation of your action plans.

Your ARDL can also arrange facilitated in-house workshops which can play a significant part in helping to engage and motivate your staff.



"We have recently engaged with our ETF ARDL and would like to add that the communication and support has been excellent."

Garry Raven, Senior Leader, University Academy Holbeach

ARDL by region*

East of England and London
Clare Appleby

South East, East and London
Carole Brown,
Zoë Card

London
Mandeep
Sahotay

South West
Rosemarie
D'Ambrosio-
Winter

North West
Teresa Farran,
Punam Khosla,
Tom Mantel

North East
Simon Chalk

Yorkshire and Humber
Alex Elsor, Iain
Thompson

East and West Midlands
Em Gibson

West Midlands
Sue Blake

Midlands
Louise Jones,
Julian Walden



"I'd be lost without our ARDL #TLPDRocks!"

Claire Whiting, Wiltshire
College and University Centre

Training Needs Analysis (TNA)

Your Training Needs Analysis is the starting point for your TLPD journey both as a provider and an individual.

Organisational Training Needs Analysis (OTNA)

Completing an OTNA helps you to identify any gaps in organisational knowledge around T Levels. The outcomes will help you to understand your staff's professional development needs so they can deliver T Levels successfully. The process is straightforward and can be managed by your ARDL. You can involve a range of staff to ascertain departmental and organisation-wide needs. You will be supplied with all documentation and given questions to answer ahead of the meeting to highlight your strengths and areas for development, which can be translated into an action plan. The process leads to a draft training plan showing relevant CPD opportunities for all internal staff including governors, senior leaders and teaching and support staff.

Benefits:

- Ensure you have robust internal governance and management arrangements in place, including appropriate quality assurance arrangements, to comply with regulatory and legislative requirements
- Check that you have the right people in role with the required industry experience
- Identify where your staff need support in curriculum design, planning, employer engagement and industry placements

➤ **Contact your ARDL about undertaking an OTNA:**
etfoundation.co.uk/tlpd-ardls



Individual Training Needs Analysis (ITNA)

The ITNA takes approximately 10 minutes and is a good way of identifying any gaps in your personal skills or knowledge. This will result in a tailored action plan, advising you of the best development and training courses for your specific role and situation, in order to support your delivery of T Levels. This will include recommendations for online training that you can do in your own time, as well as live online/face-to-face courses.

➤ **Access your ITNA through our Professional Development Platform:** pdp.etfoundation.co.uk



"The OTNA process has been very useful to date. Conducted at top-college level and then by department, it has really helped us process and think about the route forward to providing T Levels."

Benjamin Sheridan,
 Assistant Principal – Curriculum at the Isle of Wight College



"The Individual Training Needs Analysis allowed us, as a centre, to create an action plan of what needed to be done, to successfully introduce T Levels, which was particularly helpful when easing us into the process."

Ruth Coyle,
 Director of La Retraite Sixth Form



"The ITNA coupled with the Industry Insights programme has been a great way of finding a 'gap' but also being able to plug that gap with up-to-date industry skills and knowledge."

Jason Henderson,
 College Manager (Construction),
 Wirral Metropolitan College

STRATEGIC LEADERS AND GOVERNORS

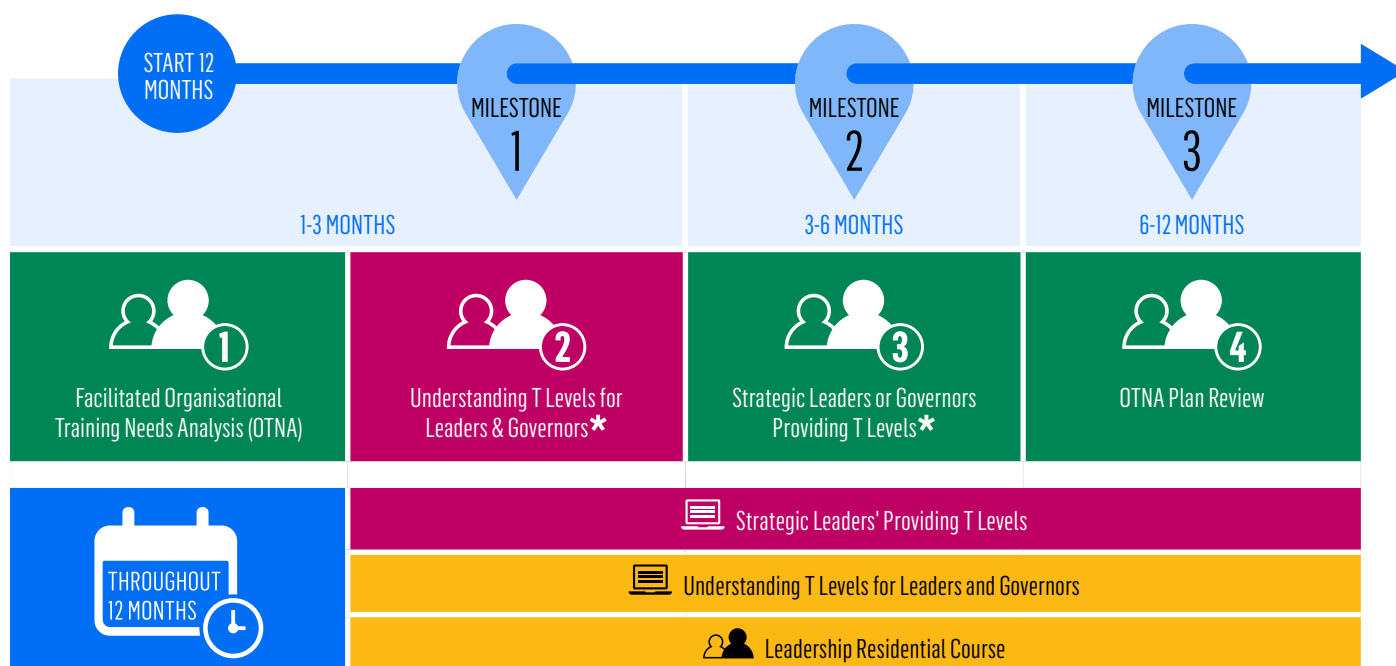
Who is this for? Senior leadership teams, governors, trustees and governance professionals.

Key features of the TLPD offer for strategic leaders and governors

- **Organisational Training Needs Analysis**, which can be facilitated by your Area Relationship and Development Lead
- **Understanding T Levels course** to cover the basics
- **Professional Development for Leaders course**, with options for either strategic leaders or governors – covering structure, design, implementation, curriculum, quality, finance, stakeholder engagement and workforce planning
- **Leadership residential** targeting change management processes to support T Level delivery, delivered by King's College London Business School

The courses are split into e-learning modules provided by FutureLearn and live online events facilitated by expert trainers. The e-learning modules will introduce you to some of the key ideas and frameworks underpinning change management. The live online sessions will enable you to discuss issues with peers and share effective practice. Ideally you would do both, but the offer is flexible to meet your time constraints.

This is how your journey through the TLPD offer might look:



KEY Essential Recommended Useful Online Live Online/Face-to-face

* 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.

Benefits

Senior leadership teams

- Address the challenges of closing the T Level strategy-to-performance gap
- Share approaches for developing a T Level ready organisational culture
- Gain effective modelling strategies to embed high quality T Level delivery

Governors and trustees

- Gain understanding and tools to shape the direction of your organisation
- Develop a framework to help support the implementation of T Levels
- Find out how to support effective stakeholder engagement and workforce planning

➔ Find out more: etfoundation.co.uk/tlpd-leaders

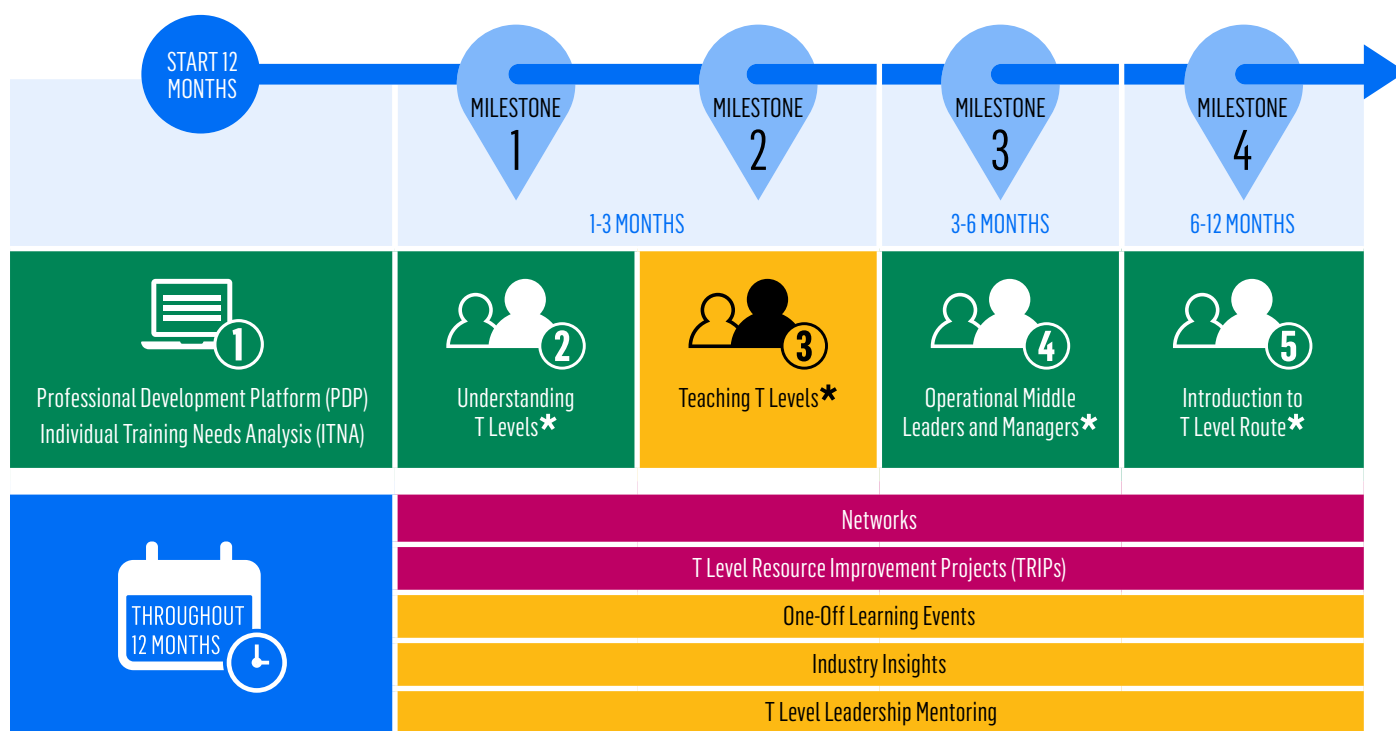
OPERATIONAL MIDDLE LEADERS AND MANAGERS

Who is this for? Staff in leadership and management roles responsible for an aspect of T Level planning, implementation or delivery.

Key features of the TLPD offer for operational middle leaders and managers

- **Individual Training Needs Analysis** to signpost relevant training
- **Understanding T Levels course** to cover the basics
- **Role and Route specific training** starting with Introduction to T Level Route
- **Networks and collaborative project opportunities**
- **Industry Insights opportunities**
- **Professional development for leaders including:**
 - Leading and managing curriculum change for T Levels course– to help you design a T Level curriculum and lead effective change
 - Leadership and professional practice for T Level planning and implementation course – for leadership theory and professional practice
 - The T Level Leadership Mentoring Programme, which offers support for those leading on T Level elements through coaching and reflection

This is how your journey through the TLPD offer might look:



KEY ■ Essential ■ Recommended ■ Useful ■ Online ■ Live Online/Face-to-face

* 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.

Benefits

- Learn to identify the key principles for managing T Level change
- Extend your understanding of what it means to work 'collaboratively'
- Discuss the key principles of curriculum design for T Levels
- Share approaches to working with stakeholders



"Having a mentor has allowed me to see things from a different perspective by having an impartial person to sound ideas with before addressing them on a bigger organisational scale."

Stephanie Moriarty,
Education and Childcare T Level Lead
at University College Birmingham

Find out more: etfoundation.co.uk/tlpd-leaders



TEACHERS AND TRAINERS

Who is this for?

For those who are new to delivering technical education or do not have a formal teaching qualification, or those who are experienced teachers and trainers.

Key features of the TLPD offer for teachers and trainers

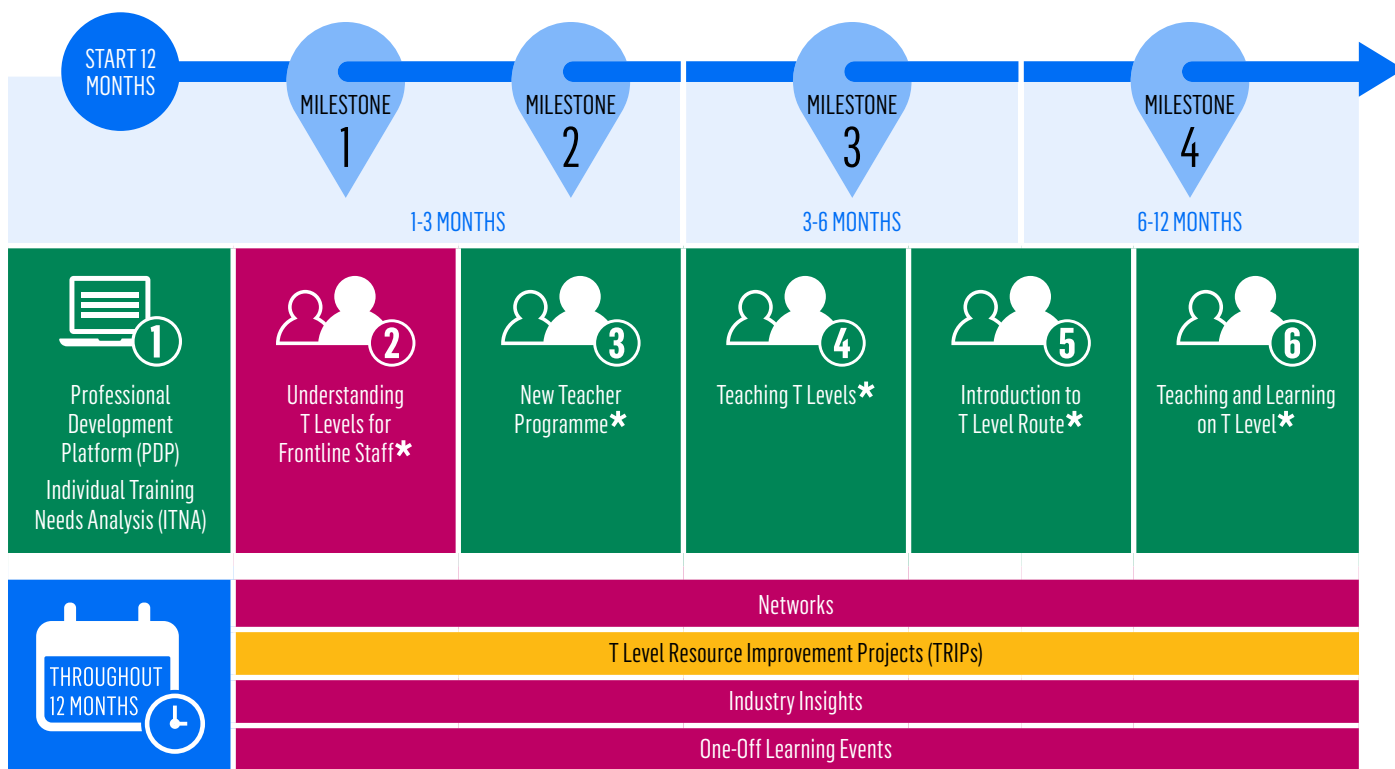
- **Individual Training Needs Analysis** to signpost relevant training
- **Understanding T Levels course** to cover the basics
- **Role specific training** depending on whether you are new or experienced
- **Route specific training** starting with Introduction to T Level Route
- **Networks and collaborative project opportunities**
- **Industry Insights opportunities**

Role specific training for new teachers

Three online courses offer you the opportunity to explore:

1. **What is learning?** Including teaching and learning theories, resilience strategies and effective research-based learning techniques to develop and enhance teaching.
2. **Who are my learners?** Including understanding different types of learners and the support that can be provided to improve the quality of teaching.
3. **How am I going to teach?** Including devising effective lesson plans and developing digital learning materials.

New teachers – this is how your journey through the TLPD offer might look:



KEY Essential Recommended Useful Online Live Online/Face-to-face

* 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.

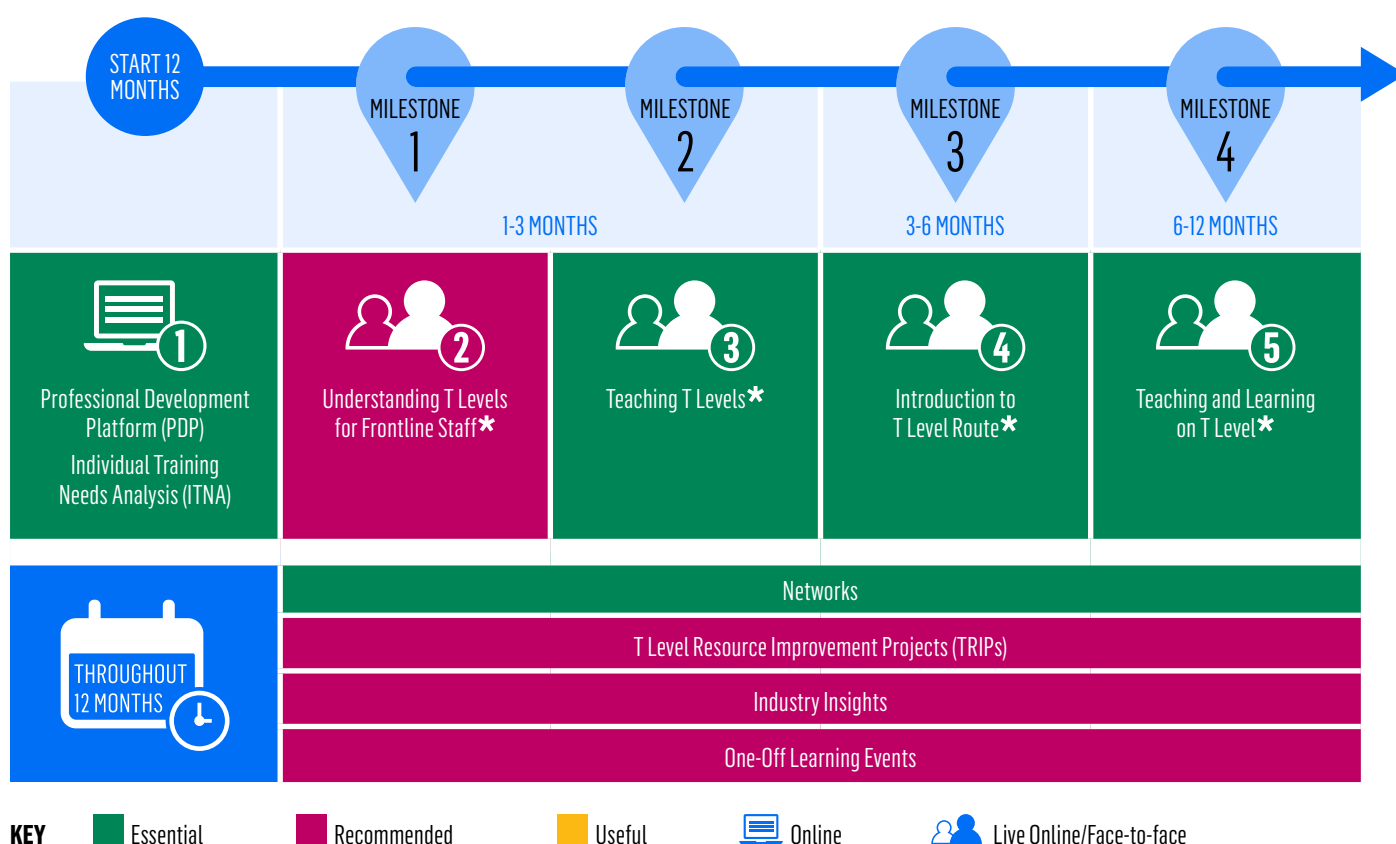
Role specific training for all teachers and trainers

The Teaching T Levels course has two key components:

- 1. Enhancing Pedagogy for T Levels** – including behaviours for learning, learning theories, essential vocabulary, learning environments, inclusivity, diversity and coaching.
- 2. Vocational and Professional Upskilling** – including communities of practice, professional standards and expectations, curriculum intent, curriculum design, planning and delivery, and preparing learners for the industry placement.



Experienced teachers – this is how your journey through the TLPD offer might look:



* 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.

Benefits

New teachers:

- Understand the ways in which we all learn and the breadth of the learner cohort found in technical education
- Gain teaching strategies and planning methods appropriate to your T Level learner cohorts

Experienced teachers:

- Improve your teaching practice in preparation for T Levels
- Ensure that learners undertaking T Levels develop the knowledge, skills, behaviours, and competencies required



"These courses have been expertly designed and are therefore extremely efficient at relating the core knowledge of what a T Level consists of. They have also served as an excellent networking opportunity."

Mark Hyde, Plumbing Lecturer/Advanced Practitioner, Barking and Dagenham College

Find out more: etfoundation.co.uk/tlpd-role

START YOUR T LEVEL JOURNEY HERE

Learning providers: etfoundation.co.uk/tlpd-ardls

Individual practitioners: pdp.etfoundation.co.uk

THANK YOU

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