

## Application to be a Sector Delivery Partner

The Education and Training Foundation (ETF) encourage wave 1 and 2 T Levels providers with outstanding technical education and training to submit an application to become a Sector Delivery Partner and be involved in the delivery of Teaching T Levels courses as part of the T Level Professional Development Programme (TLPD). This document sets out the requirements, procedure and timeframe for applications.

Applications may be rejected if the information asked for is not given at the time of response.

Any queries or questions relating to application should be submitted to the Foundation via [TLPD@etfoundation.co.uk](mailto:TLPD@etfoundation.co.uk) by no later than 5pm on 29<sup>th</sup> April 2022.

Please submit your application by completing the separate application form and returning it to [TLPD@etfoundation.co.uk](mailto:TLPD@etfoundation.co.uk) by no later than 5pm, **Friday 6<sup>th</sup> May 2022**. Where an application is deemed to be borderline in terms of scoring, the ETF may request additional information to assess it further.

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### AIMS AND OBJECTIVES OF THE WORK

## TLPD Role Specific offer: Teaching T Levels Courses

The T Level Professional Development offer from the ETF has been commissioned by the Department for Education (DfE) to support learning providers planning to deliver T Levels. Developed with experts in collaboration with providers and employers, the TLPD offer includes a rich and flexible range of opportunities tailored to their needs. TLPD support is fully funded by the DfE. <https://www.etfoundation.co.uk/wp-content/uploads/2021/11/ETF-T-Levels-Brochure-Nov-2021.pdf>

The Sector Delivery Partners are the sector facing delivery element of the programme – **Role Specific offer**. They are responsible for delivering the Teaching T Levels courses to teachers in other learning providers across England delivering or preparing to deliver T Levels.

The aim of the Role Specific offer is to provide new and experienced teachers and trainers with the teaching skills, and confidence to deliver T Levels well for the benefit of their learners through opportunities to collaborate with colleagues across the sector to share ideas and resources. It explores teaching methods and approaches to help enhance practice focused on the particular challenges of T Levels.

The Role Specific offer consists of three courses:

- **Teaching T Levels Enhancing Pedagogy**
- **Teaching T Levels Vocational and Professional Upskilling**
- **New Teacher Programme**

Successful providers will only be expected to focus on delivery of the two standalone one-day Teaching T Levels courses:

1. **Enhancing Pedagogy** – including behaviours for learning, learning theories, essential vocabulary, learning environments, inclusivity, diversity and coaching. For a full course overview, view the [detailed course guide](#).
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. For a full course overview, view the [detailed course guide](#).

These courses are delivered face-to-face over 1 day (6 hours) or live online over 2x 2-hour sessions (4 hours). Please note the courses are currently under review so the length may be subject to changes. The face-to-face/live online workshops explore in more depth the concepts covered in the [FutureLearn online modules](#).

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## REQUIREMENTS AND OUTLINE OF THE WORK

The successful providers will:

- Be required to deliver in the following regions:
  - South East
  - London
  - West Midlands
  - East Midlands
  - East of England
- Ofsted graded Good or Outstanding.
- Nominate 4 trainers from their staff. Trainers must have a good knowledge of the policy and pedagogy around T Levels or be delivering them.
- Ensure trainers attend required product training delivered by the ETF CPD Team over 3 days, one for each T Level course, in June and November 2022. The training will include but not be limited to:
  - Introductory workshop
  - Shadowing of a full event
  - Co-delivery of event with a CPD trainer and supportive observation
  - Any additional follow-up support
- Deliver a minimum of 10 course days (2x trainers per event) per academic year, which subject to demand may comprise any combination of face-to-face and Live Online delivery of the following types of CPD which may be delivered as scheduled event or in-house to other or your own organisation:
  - Teaching T Levels: Enhancing Pedagogy
  - Teaching T Levels: Vocational and Professional Upskilling
- Ensure that trainers are prepared to travel up to 3 hours to other organisations to deliver F2F training in-house as and when required in agreement with the ETF. This may include staying overnight occasionally.
- Deliver to a minimum of 15-20 people per event
- Disseminate best practice emerging from the events
- Support the promotion of the Teaching T Levels courses to ensure the minimum attendance target numbers set out above are met for each event.
- Collect participant feedback through an online survey link provided by the ETF after each event.
- Work closely with the ETF to manage delegates and event information stored on the ETF booking system to ensure accurate records of attendance are kept and the sessions are updated. Ensure registers are updated within 48 hours of the event taking place.
- Produce a monthly performance report by the 25<sup>th</sup> of each month and prior to a catch-up call with the ETF Contract Manager.
- Liaise with the ETF quality assurance staff and the DfE external evaluator as and when required.

## Benefits

As a Sector Delivery Partner, you will have the opportunity to:

- Share and model effective practice to other providers needing support around planning for and delivering T Levels
- Develop your own staff's skills and expertise in delivering effective CPD
- Collaborate with Further Education providers across England and build stronger relationships to share insights, gain intelligence about T Level success stories and help others to plan successful T Level provision

- Offer fully funded CPD to staff in your organisation delivered through the programme to support and enhance preparations for internal T Level delivery
- Explore teaching methods and approaches to help enhance practice focused on the particular challenges of T Levels with colleagues in the sector
- Be at the forefront of a national recognised programme and partner with the ETF
- Have access to the latest T Level updates and the latest thinking around delivery and assessment.

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## CRITERIA

The application will be evaluated on the following criteria which you will need to address when answering the questions on the application form.

The successful providers will:

### Capability:

- Be a wave 1 or 2 T Level provider
- Be located and/or be able to deliver in any of the following regions:
  - South East
  - London
  - West Midlands
  - East Midlands
  - East of England

### Capacity & staffing:

- Ensure that the trainers have capacity to attend the Train the Trainer programme (18 hours roughly) in June and November 2022
- Have the capacity to deliver a minimum of 10 CPD days between November 2022-July 2023
- Ensure that the trainers can be released to travel for up to 3 hours (one way) to deliver F2F CPD to other organisations in-house
- Ensure that the named trainers are experienced in delivering T Levels or have good knowledge of the relevant policy and pedagogy?
- Be willing to host these events at one of their campuses

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## BUDGET AND TIMELINE

### The activities that will be funded through this project will include:

Attendance to the Train the Trainer programme live online delivered by the ETF CPD Team (3 days in total for both TTL courses):

- £400 remission cost per day per trainer taking part in the online ETF training

Delivery of a minimum of 10 CPD days as follows:

- £1,400 for face-to-face delivery (6 hours), including
  - £400 remission per trainer (2x)
  - £600 for catering and venue hire
- £900 for live online delivery (4 hours, 2x 2-hour sessions), including
  - £400 remission per trainer (2x)
  - £100 additional costs
- £1,400 for face-to-face in-house delivery to other organisations, including
  - £400 remission per trainer (2x)
  - £300 per trainer for accommodation and travel

It envisaged that the full contract value will range between £15,300 and £18,800 depending on number of courses delivered (ratio of face-to-face:live online delivery are all subject to demand or any national public health guidance and at the instruction of the ETF).

## Duration of Contract

The contract will be awarded from **May 2022 to July 2023** for the delivery of all the requirements listed in this document. The contract will initially be for one year, with an option to extend the contract by a further year.

## Timelines

The indicative timeline for key milestones and deliverables of the project are set out in the table below.

Activity	Time
Application guidance issued	6 <sup>th</sup> April 2022
<b>Applications to be received by no later than 5pm</b>	<b>6<sup>th</sup> May 2022</b>
Assessment of applications	9 <sup>th</sup> – 11 <sup>th</sup> May 2022
Notification of award	12 <sup>th</sup> May 2022
Contract awarded	End of May 2022
Onboarding	By early June 2022
Project Commences	w/c 20 <sup>th</sup> June 2022
Train the Trainer phase 1	w/c 20 <sup>th</sup> June 2022
Train the Trainer phase 2 (shadowing)	By early November 2022
Face-to-face/Live Online delivery commences	From end of November 2022
End of contract	31 <sup>st</sup> July 2023