

## T Level provider pre-delivery checklist

We have developed the below checklist to help you keep track of the key actions that you need to complete in the lead up to your T Level delivery. While this checklist doesn't include all of the activities that you will be required to action, it will hopefully be a useful tool to use as part of your T Level preparation.

<b>Utilise NCFE's support</b>	<p>Monthly meetings with your NCFE T Level Account Executive. The opportunity to have a Q&amp;A with our Sector Managers or Subject Specialists. Curriculum consultations with our curriculum support team to be discussed with your T Level Account Executive.</p> <p>Make sure you're signed up to receive NCFE's fortnightly T Level provider ebulletin, your T Level Account Executive can help you with this. This is a key channel for receiving updates and guidance relevant to your T Level delivery.</p>
<b>Review staff resources</b>	<p>Ensure your staff resource is adequate to meet delivery. For support in this please review T Level Technical Qualification specifications on <a href="#">QualHub</a>.</p>
<b>Establish CPD needs</b>	<p>NCFE recommend that providers assess any CPD needs of staff following Qualification Specification recommendations The Education and Training Foundation website may also be useful here:  <a href="https://www.et-foundation.co.uk/supporting/professional-development/technical-education/t-levels/industry-insights/">https://www.et-foundation.co.uk/supporting/professional-development/technical-education/t-levels/industry-insights/</a></p>
<b>Staff training</b>	<p>Devise and implement your staff training plan - as part of this internal T Level meetings are recommended. Please refer to NCFE webinars which you will find in our <a href="#">T Level provider area</a>.</p>
<b>Engage with parents and students</b>	<p>Work with your marketing team to develop student recruitment campaigns for T Levels utilising <a href="#">engagement materials developed by NCFE</a> and the Institute.</p>
<b>Consider student progression</b>	<p>Establish a plan for how you will support students to progress to university or into the workplace following completion. You can speak to your NCFE T Level Account Executive about our stakeholder engagement that will support this.</p>
<b>Plan routeways</b>	<p>Some pathways have been paused and in development – speak with your NCFE T Level Account Executive or visit the <a href="#">Gov.uk</a> website for more information about these.</p>
<b>Agree your preferred entry requirements.</b>	<p>For example, English and maths Grade 4 as an entry requirement has been adopted by many current T Level providers. Skills Forward may be able to support with your diagnostic assessments: <a href="https://www.skillsforward.co.uk/">https://www.skillsforward.co.uk/</a></p>
<b>Plan your delivering model</b>	<p>This includes placements, ensuring you have the ability to monitor placement hours. NCFE have developed <a href="#">guidance on placement support</a> as well as a webinar which may be helpful. T Level Industry Placements: delivery guidance: <a href="https://www.gov.uk/government/publications/t-level-industry-placements-delivery-guidance/t-level-industry-placements-delivery-guidance">https://www.gov.uk/government/publications/t-level-industry-placements-delivery-guidance/t-level-industry-placements-delivery-guidance</a></p>

<b>Access resources and scheme of work</b>	These are available via <a href="#">QualHub</a> and the NCFE portal. Your NCFE T Level Account Executive can put you in touch with our resource development team if you'd like to be involved in the process of reviewing materials
<b>Familiarise yourself with key dates</b>	This includes cut off dates for exams and registrations. A schedule of key dates can be access on the dedicated <a href="#">T Level provider pages</a> . The schedule is also available on the relevant qualification page on QualHub.
<b>Gain approval</b>	<p>You can find the TQ approval report, criteria and guidance on how to prepare for TQ approval on <a href="#">Qualhub</a>. Approval dates will be confirmed by your NCFE T Level Account Executive, and we will be sharing instruction videos to guide you through our approval process.</p> <p>Existing centres: <a href="#">approval process for additional products</a>  New centres: <a href="#">approval process for new centres</a></p>
<b>Gain access to portal</b>	<p>If you're already an existing NCFE customer, you can get access to the NCFE Portal system via your Exams team.</p> <p>Otherwise you can contact our T Level support team once you have gained the necessary approval to grant you access. If required, they will also provide you with training and guidance on using Portal.</p>
<b>Registration and occupational specialism bookings</b>	<p>We will be communicating to you the cut of date for registering your students for year 1.</p> <p>Your moderator will be allocated to you following your occupational specialism booking at the start of year 2.</p>

You dedicated T Level Account Executive is on hand to answer any questions you might have on this checklist, or your wider T Level delivery. In addition, our [T Level provider](#) area is packed full of useful resources to support your delivery preparation.

# Document information

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Owner: NCFE T Level Partnership Manager

## Change History Record

This section summarises the changes to this document since the last version.

<b>Version</b>	<b>Description of change</b>	<b>Date of Issue</b>
1.0	Published version	March 2021
1.1	NCFE brand update and additional content added	September 2021