



# TEAB Handbook

Technical Education Advisory Board



1 T Level is a registered trade mark of the Institute for Apprenticeships and Technical Education.

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### NCFE and Technical Education

NCFE is an educational charity and leader in vocational and technical learning, which has been shaping smarter learning for over 175 years– from world class qualifications, to new assessment methodologies, innovative education technology platforms and collaborations with sector experts.

Our Technical Education portfolio supports young people aged 14-19. We aim to support learner progression through a range of subject specialisms, equipping them with industry-relevant skills on their journey towards a brilliant career.

What’s more, all our technical and vocational qualifications come with wraparound support and resources to support learners to success every step of the way.

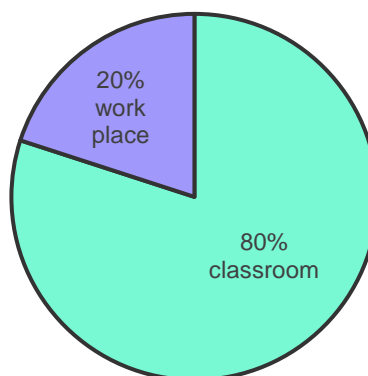
Qualifications in NCFE’s technical portfolio are many and varied, and include V Certs, T Levels, HTQs, among other vocational qualifications at Levels 1-5. You can view our [Technical Education Brochure](#) for more information.

### T Levels

T Levels are an important and transformative part of our technical portfolio, offering a high quality, work-focused alternative to A Levels for young people. They’re developed in collaboration with employers, industry experts and practitioners to ensure that they will play a fundamental role in equipping the relevant sectors with the skilled workforce it needs, through developing and nurturing future talent.

#### The facts about T Levels:

- T Levels are two-year courses for 16-19 year olds
- They’re level 3 qualifications (Post level 2, e.g. GCSE)
- They’re equivalent to 3 A Levels and carry UCAS points



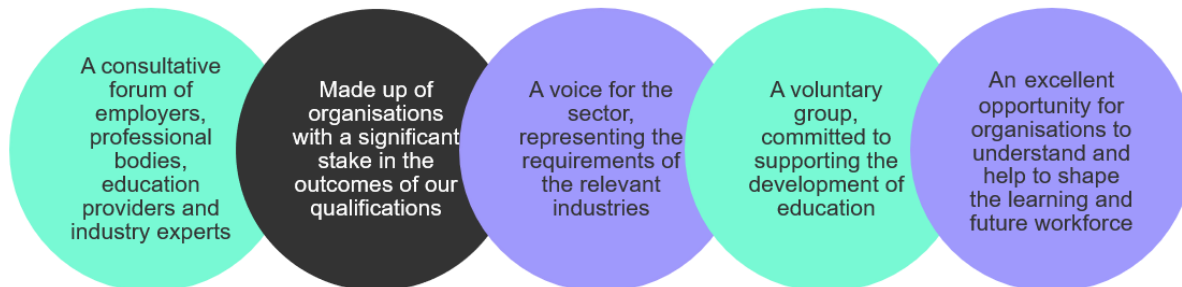
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- Each student must complete an industry placement as part of their course, lasting 315 hours (45 days)
- T Levels are created in collaboration with employers and industry experts.

**NCFE is the selected delivery partner for T Level qualifications in the following sectors:**

Sector and Pathway(s)	Specialisms	Outline Content
<b>Digital</b>		
Digital Business Services	Data Technician	<a href="#">Link here</a>
Digital Support Services	Digital Infrastructure Network Cabling Digital Support Cyber Security	<a href="#">Link here</a> <a href="#">Link here for Cyber Security</a>
<b>Education and Early Years</b>		
Education and Early Years	Education and Early Years Assisting Teaching	<a href="#">Link here</a>
<b>Health and Science</b>		
Health	Dental Nursing Supporting Healthcare (Core) <ul style="list-style-type: none"> <li>• Option A: Supporting the Adult Nursing Team</li> <li>• Option B: Supporting the Midwifery Team</li> <li>• Option C: Supporting the Mental Health Team</li> <li>• Option D: Supporting the Care of Children and Young People</li> <li>• Option E: Supporting the Therapy Teams</li> </ul>	<a href="#">Link here</a>
Healthcare Science	Optical Care Services Assisting with Healthcare Science	<a href="#">Link here</a>
Science	Laboratory Sciences Food Sciences Metrology Sciences	<a href="#">Link here</a>

## What is a TEAB?



Our Technical Education Advisory Board (TEAB) is a voluntary consultative forum for sector professionals, employers and organisations who have a significant stake in the outcome of the qualifications that NCFE develops.

TEAB members represent their organisation and offer support in the following ways:

- Sharing industry insight and knowledge
- Validating and providing feedback on draft materials as they're developed
- Participating in the annual review process for the qualification content
- Feeding into development work to support with writing and reviewing learning resources and assessment materials
- Helping us to engage with other subject matter experts in your sector.

There are two types of stakeholders we engage with when developing qualifications and materials: Education Providers and Employers.

We consult with Education Providers who are, or could, deliver the technical qualifications from T Levels and similar complementary qualifications who are able to speak to the structure of the qualifications and suitability for teaching in the further education environment.

Additionally, we work with employers who represent the sector and are able to confirm the appropriateness of the level of the materials and their applicability for 16-19 year olds. We use the term “employer” to refer to someone who’s from the sector and could therefore, theoretically, employ a T Level student in the future; there is no expectation for them to offer any employment or industry work placement.

Due to the nature of this work, TEAB members support on a voluntary basis.

## Key Contacts

Our TEABs are run and managed by our Sector Management team; as internal NCFE subject specialists, their role is to provide a deep understanding of their respective sectors, advising senior management teams on current specialist skills needs and predictions for future development.

### Our Sector Managers are:



**Craig Wade**  
Sector Manager for Health and Social Care  
[craigwade@ncfe.org.uk](mailto:craigwade@ncfe.org.uk)

**James Lane**  
Sector Manager for Digital, Creative and Design  
[jameslane@ncfe.org.uk](mailto:jameslane@ncfe.org.uk)



**Janet King**  
Sector Manager for Education and Childcare  
[janetking@ncfe.org.uk](mailto:janetking@ncfe.org.uk)

**Joe Neame**  
Sector Manager for Healthcare Science and Science  
[joeneame@ncfe.org.uk](mailto:joeneame@ncfe.org.uk)



### Other key contacts you may hear from include:

**Jodie Wade**  
Resource Manager  
[jodiewade@ncfe.org.uk](mailto:jodiewade@ncfe.org.uk)

**Kay Webber**  
Subject Specialist Team Co-ordinator  
[kaywebber@ncfe.org.uk](mailto:kaywebber@ncfe.org.uk)

**It's likely that during your participation in validation activities, you may also hear from members of the following teams:**

- Practitioner Engagement Team
- Content Solutions Team
- Assessment Solutions Team

We would recommend saving these key contacts in your 'Safe Senders' list to help ensure that email communications do not end up in your 'Junk' mailbox.

## Why join the TEAB?



### Insight

Whether you're an employer looking to gain an insight into a qualification which will affect your sector and future workforce, or an education provider looking to better understand a qualification, the TEAB is an excellent opportunity to learn and increase understanding, as well as give your input and help shape education in your sector.

### Continuous Professional Development

Being a member of the TEAB is an excellent way to exercise your professional knowledge and skills. We can offer confirmation of any time dedicated to work as part of the TEAB for your CPD portfolio, showcasing your contributions.



### Volunteering

Volunteering can be incredibly rewarding, and studies have even shown that volunteering has a number of health and wellbeing benefits. NCFE is a registered educational charity, and volunteering as part of the TEAB is a truly impactful way to support our work.



### Networking and Connection

The TEAB is a network of like-minded individuals, and we've heard in the past that a secondary benefit of being involved in the TEAB is the opportunity to connect with other individuals and organisations in your sector. We're also working to make sure that we credit and celebrate the involvement of our TEAB members, and are increasingly sharing this on our website and social media.



## Hear from our existing TEAB members

*"I feel a sense of pride that I have hopefully helped contribute to crafting a really exciting and purposeful course."*

**- Media, Broadcast and Production TEAB member**

*"The discussions with others in the sector are rich and varied and allow you to reflect on your own organisation and learn from others. I am delighted to be part of the TEAB and really value the opportunity to be part of this exciting suite of qualifications."*

**- Education and Childcare TEAB member**

*"I've always been passionate about creating opportunities where young people can supplement their classroom-based learning and theory with practical skills and hands-on experience, to give them a more meaningful learning experience which sets them up for their future careers."*

**- Craft and Design TEAB member**

*"My work on the TEAB has counted towards my CPD hours for revalidation. The fact I can complete the activities in a window of opportunity, this flexibility is really helpful."*

**- Health TEAB member**

*“The TEAB gives you an opportunity to have your voice heard about new qualifications and make a difference, adding your own expertise and experience to new qualifications.”*

**- Education and Childcare TEAB member**

## Sharing your involvement

**We welcome and encourage TEAB members to share and celebrate their involvement in our work.** There are a number of ways you can do this:

### LinkedIn

Some members of the TEAB choose to share their involvement on their LinkedIn page, through individual posts or adding their role as voluntary experience. We encourage this and would suggest the following text if you do choose to add this under the ‘voluntary’ section on your LinkedIn profile:

**Title:** Technical Education Advisory Board (TEAB) Member

**Employment type:** *[deliberately left blank]*

**Company:** NCFE

**Location:** United Kingdom

**Description:** The TEAB is an initiative from the education charity and awarding organisation, NCFE, which enables members to represent the views of their organisations throughout the development lifecycle of qualifications that apply to the sector and interests of members. The TEAB provides validation for Technical Qualification content and materials to ensure a cohesive and collaborative approach with employers, learners, education professionals and sector representatives.

### Network Links

We welcome your support in connecting us to other experts in your sector. If you have colleagues or connections who may also be interested in supporting our work, please do feel free to make an introduction, or we're happy to share some text with you to use to reach out if you prefer.

### Championing our work

One of the most powerful ways you can support us is through championing our work and qualifications, including T Levels, among your networks and on social media. You can do this by sharing updates and information, reposting updates from NCFE's own social media accounts, or spreading the word about technical education at networking events you attend, for example.

Please use the following social media handles to share your work with us:

LinkedIn: [www.linkedin.com/company/ncfe](http://www.linkedin.com/company/ncfe)

Twitter: @NCFE

Facebook: @NCFE1

## Validation

### What is validation?

TEAB members, alongside their colleagues, provide scrutiny of the qualifications at key milestones, reviewing and validating materials in a draft format and giving constructive feedback.

Validation occurs at stages throughout a qualification's lifecycle, so it is not possible to give an exact timeline, as this will differ dependent on the sector and qualifications most relevant to you.

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We will always endeavour to give as much notice as possible to allow you to plan validation tasks into your workload, and we aim to be as flexible as possible with what we're asking you to do, but we understand that there will be times when you can't commit to completing specific validation activities. We ask that you just let us know if this is the case.

### How does it work?



The materials sent to you for validation could be qualification specifications, live assessments, example answers or other teaching and learning resources. When joining the TEAB, we ask members to complete a Non-Disclosure Agreement (NDA), which protects the confidentiality of these materials. If you have filled in an NDA on behalf of your organisation, you're welcome and encouraged to involve colleagues in this validation activity to gain their insight too.

### What is the impact?

Validation has a tangible impact on the materials we develop over time, incorporating industry insight into qualification materials to ensure that they are reflective of real-world practices and fit for purpose.

Some examples of feedback received on materials shared and the impact this has had across materials for our T Level qualifications can be seen below:

#### They said...

#### So we...

"40 minutes isn't long enough for this task. Promoting rushing work over good quality could be problematic"	Reviewed the wording around the task where it had not been made clear enough how much time students should spend
"A lot of selling is online, so why not focus on accessibility of online sales"	Amended the assessment questions to better reflect online buying
"Is there enough consideration for practical elements of the course?"	Undertook an exercise to include more practical elements into the qualification, increasing the emphasis on students exploring with different materials, techniques and processes
"Setting exams with timed tasks will not suit everyone."	While we were not able to remove timings all together because it prevents assessments being controlled, we did allocate the minimum weightings to the exam elements that we could.



## Key links

- [NCFE Technical Education Brochure](#)
- [T Levels Website](#)
- [Glossary of Terms](#)
- [NCFE QualHub](#), including further information on:
  - [T Levels](#)
  - [V Certs](#)
- [Video Introduction: Digital T Level](#)
- [Video Introduction: Education and Childcare T Level](#)
- [Video Introduction: Health and Science T Level.](#)