



**Crewe Engineering
& Design UTC**

T Level Placement Policy

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| Document Version | Version 1.0 |
| Date of Last Review | <i>4th June 2025</i> |
| Next Review Date | <i>4th June 2026</i> |
| Approving Body | <i>Board of Governors</i> |
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Revisions Log

| Date | Pages/Whole Document | Description of Change | Origin of Change (e.g. Routine Update, request for Review) |
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Introduction

T-Levels are rigorous technical qualifications that require students to complete a substantial industry placement as part of their programme of study. This policy sets out the approach of Crewe Engineering and Design UTC in coordinating, approving, and managing T-Level placements to ensure they meet Department for Education (DfE) requirements and benefit all stakeholders.

Purpose

The purpose of this policy is to:

- Ensure T-Level students complete high-quality industry placements in line with national guidance.
- Clarify roles and responsibilities for students, staff, and employers.
- Outline the process for selecting, approving, and monitoring placement options.

Placement Selection and Allocation

- ✓ **Placement Selection:** Crewe UTC will select and allocate industry placements based on the student's T-Level pathway, individual aspirations, career goals, and the availability of employer partners.
- ✓ **Student Preferences:** While student input is considered, the final decision on placement allocation rests with the college to ensure compliance with curriculum needs, safeguarding procedures, and employer suitability.
- ✓ **Matching Process:** The college uses a structured matching process involving employer liaison staff, student interviews, and skills profiling. It is at the employers discretion who they would like to host on a placement.

Placement Requirements

- Total placement duration must be a minimum of 45 days. A decision on whether time spent on connected Employer Set Projects (ESP) completed on site at the UTC would also be included rests with the UTC and the employer.
- Placements must be **occupationally relevant** to the student's T-Level specialism (Engineering and Manufacture).
- Employers must meet all required health and safety, insurance, and safeguarding criteria.
- Placements may be block-based, day release, or a hybrid as determined by the employer.
- Placements are Monday – Friday – students must ensure they are available for 5 days a week.

Roles and Responsibilities

The College:

- Identifies, vets, and approves all placement providers.
- Allocates placements in line with individual learning goals and curriculum requirements.
- Supports students and employers throughout the placement.
- Conducts regular reviews and quality assurance visits.

The Student:

- Must engage fully in the placement process, attend assigned placements reliably, and behave professionally.
- Inform the college of any issues or concerns immediately.

The Employer:

- Provides a structured learning experience aligned to the student's curriculum.
- Nominates a workplace supervisor to support and mentor the student.
- Participates in placement evaluation and feedback.

Attendance and Conduct

- Attendance is mandatory and will be monitored. Absences must be reported to both the college and the employer.
- Misconduct may lead to disciplinary procedures and re-evaluation of placement suitability. Serious misconduct may lead to the termination of placement; students who fail to complete their placement will therefore fail to complete their entire course

Safeguarding and Health & Safety

- All placement providers must comply with the college's safeguarding and health & safety requirements.
- Risk assessments will be completed before placements begin.

Review and Monitoring

- This policy will be reviewed annually by the Senior Leadership Team and Careers