

# T Levels

## Provider approval webinar 2

Onsite Construction, BSE, Engineering and  
Management & Administration

Welcome, the webinar will start shortly...

# T Levels

## Provider approval preparation

### Webinar 2

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# Using the webinar platform



Send any questions in the question area throughout the webinar



All attendees will be set to mute



Webinar resources will be shared on our website shortly after

## This is webinar 2

### Preparing for approval

Webinar 1, which details the application process and explores the approval criteria, including which criteria will require evidence is available here:

[Recording](#)

[Slide deck](#)



**Anthony Atkinson**

Senior Quality Manager  
Quality Delivery team

# Agenda



- Approval process, timelines, criteria
- Details of the approval activities
- Evidence upload for approval



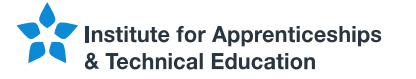
- Industry specific content or Q&A
- How to deliver the TQs
- Resources and requirements
- Detail of Core / OS assessment content
- Industry placement

## Agenda

- |   |   |
|---|---|
| 1 | <i>Reminder:</i> The City & Guilds team |
| 2 | <i>Reminder:</i> Approval timeline      |
| 5 | Approval step-by-step                   |
| 6 | Uploading evidence for approval         |
| 7 | Approval outcome                        |
| 8 | Next steps                              |



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# The City & Guilds team

# The team at City & Guilds



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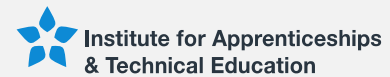


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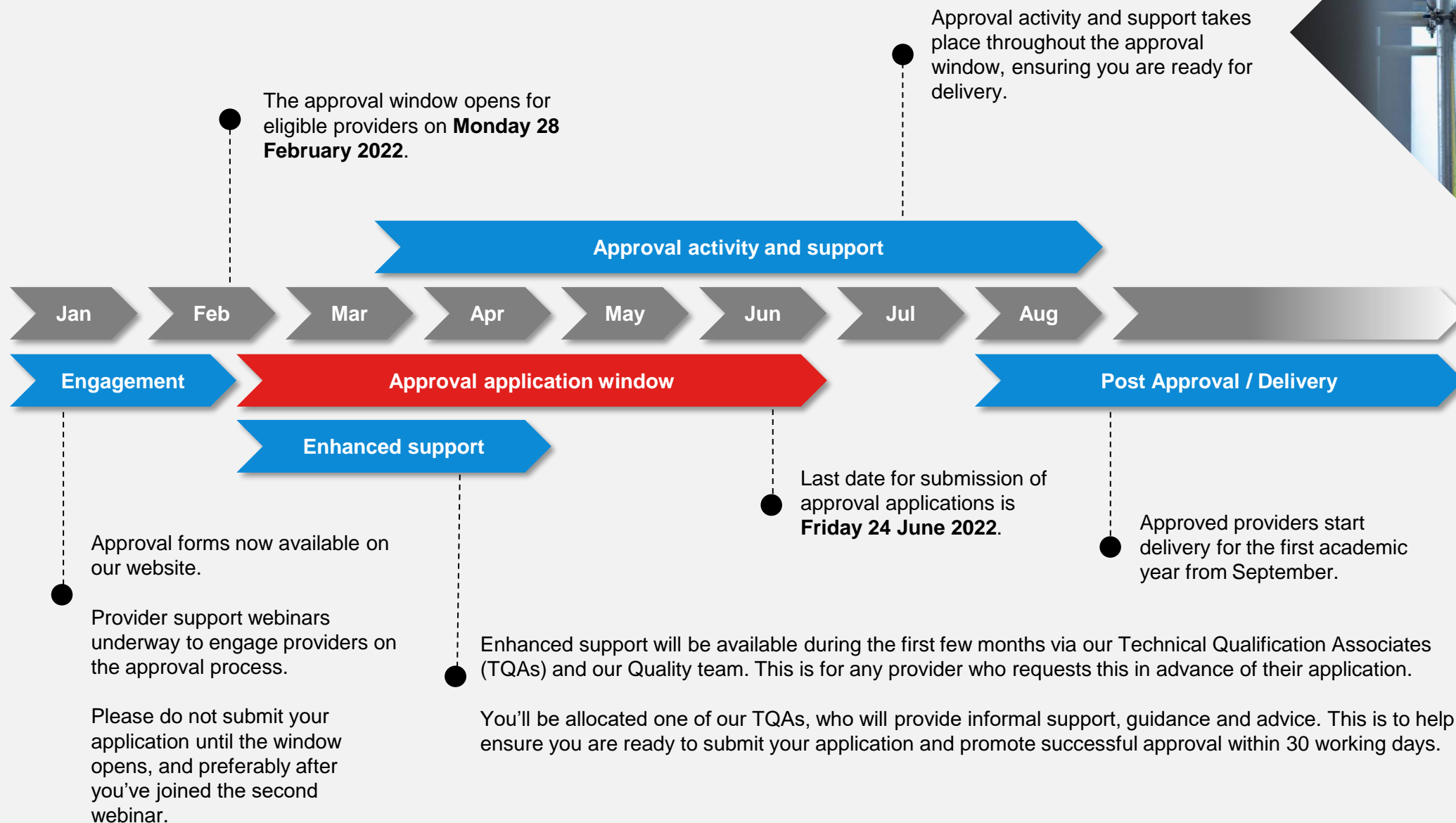
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# Approval timeline



# Approval timeline



# Approval forms

## TQ Full Provider Approval

Use this form to apply for Full Provider Approval with City & Guilds to deliver T Level Technical Qualifications. You can apply for TQs as part of the application.

This is a very rigorous process all providers must go through initially.



## TQ Provider Approval Extension

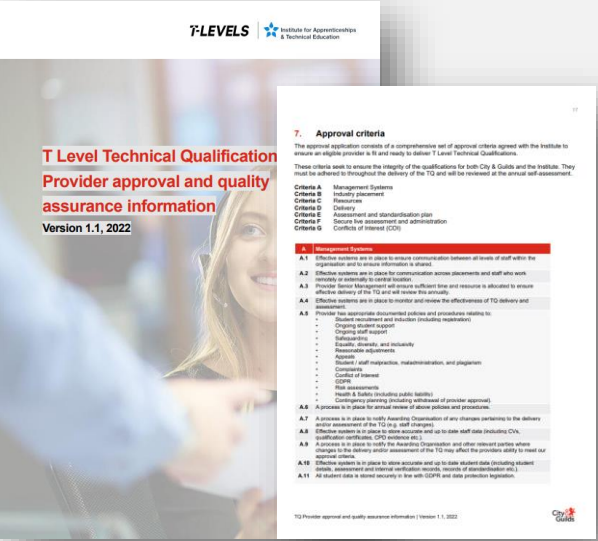
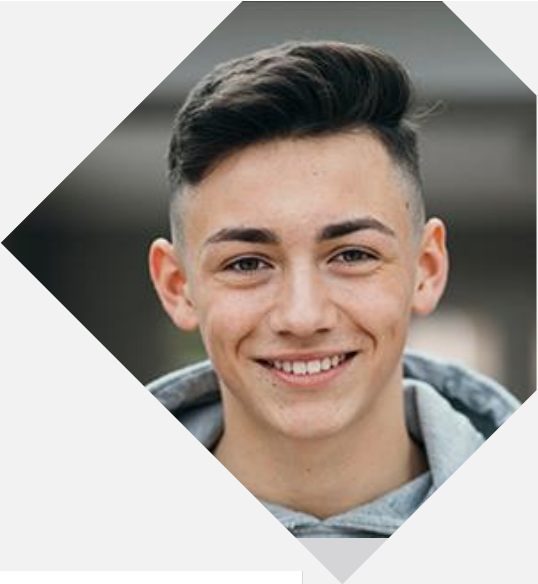
Existing approved providers should use the extension form to apply to deliver additional T Level Technical Qualifications or request additional occupational specialism approval.

This is a much simpler process, as it only focuses on your delivery resources, staff etc.



# Key resources

When it comes to understanding the requirements for approval, and what you need to ensure is in place for both provider and qualification approval, you need to refer to three key documents:



Approval and Quality Assurance Guidance



Technical Qualification Specification(s)



Approval Application form



# Approval criteria

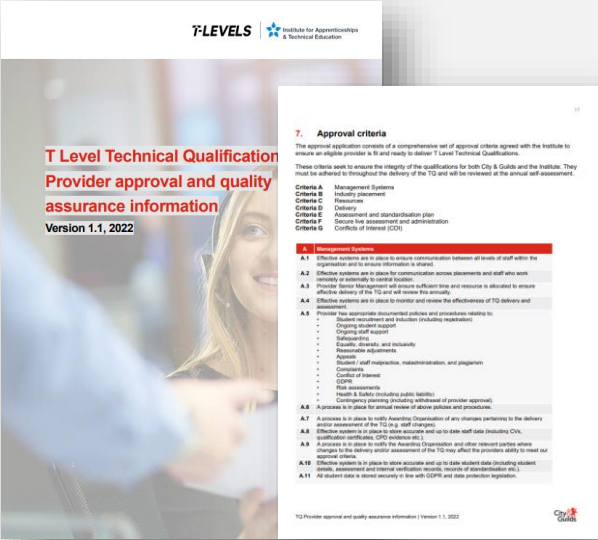
The approval criteria are mapped to the TQ specifications and are designed to ensure the integrity of the qualifications can be maintained for both City & Guilds and the Institute.

They are a rigorous set of criteria, agreed as part of our approval with the Institute.

Don't underestimate what is required of you, especially as part of the provider approval process.

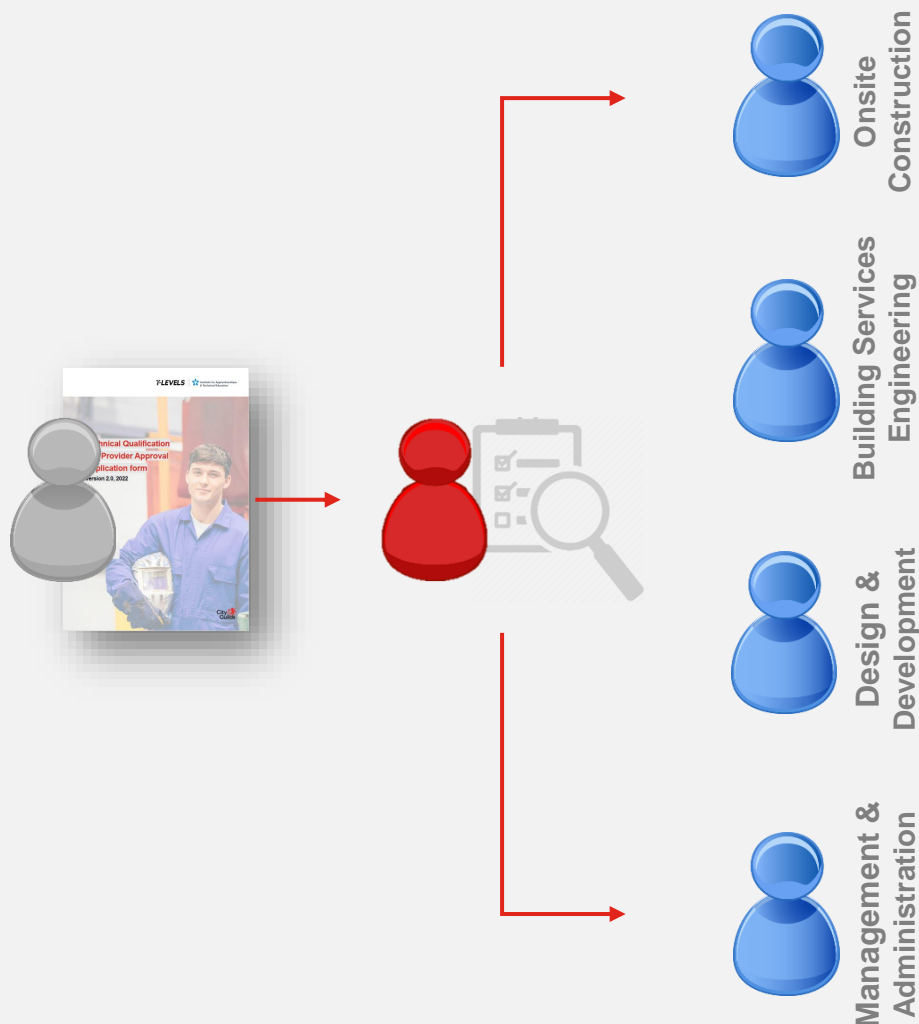


Criteria	
A	Management systems
B	Industry placement
C	Resources
D	Delivery
E	Assessment and standardisation plan
F	Secure live assessment and administration
G	Conflicts of interest (COI)



# Approval step-by-step

# Allocation



- Providers only have to complete one application form regardless of how many Qualifications or OS' that they are applying for, however you may wish to split and submit over time if you wish.
- Submit your application form to [Technicals.Quality@cityandguilds.com](mailto:Technicals.Quality@cityandguilds.com)
- The Quality team will review the application, and providing it meets our requirements, start the approval process.
- We will split the application out into its different parts (qualifications and provider approval where applicable).
- Each provider will be allocated one primary TQA per Technical Qualification they apply for. So if a provider is applying for multiple qualifications there will be one TQA allocated for each.
- We'll tell you who your TQA is, and provide you with their contact details.



Provider



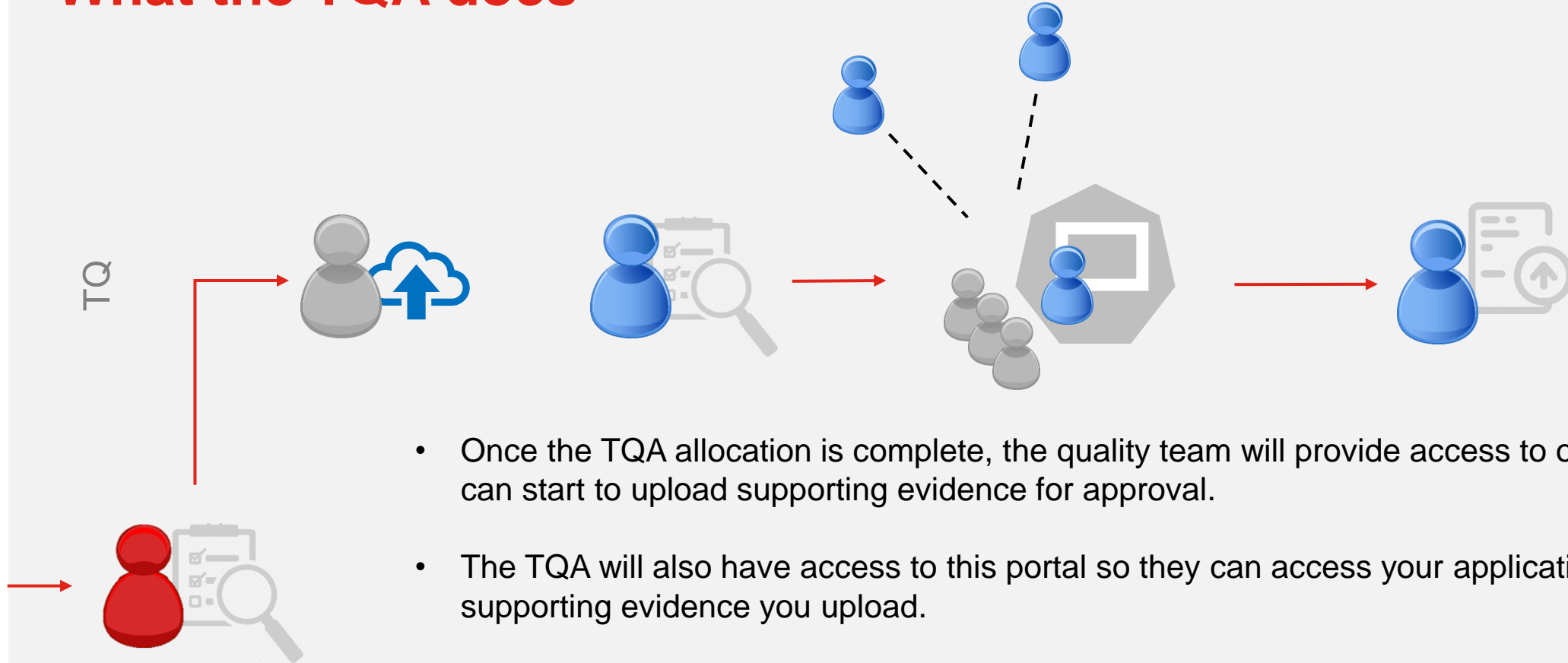
Quality team



TQA

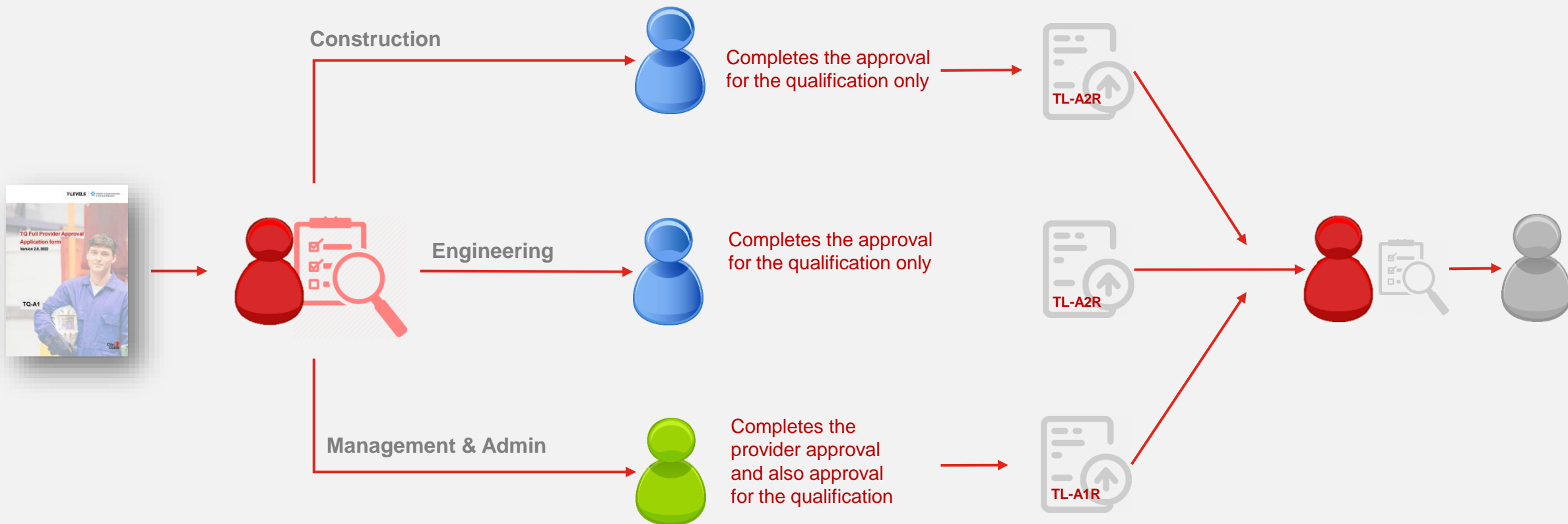


# What the TQA does

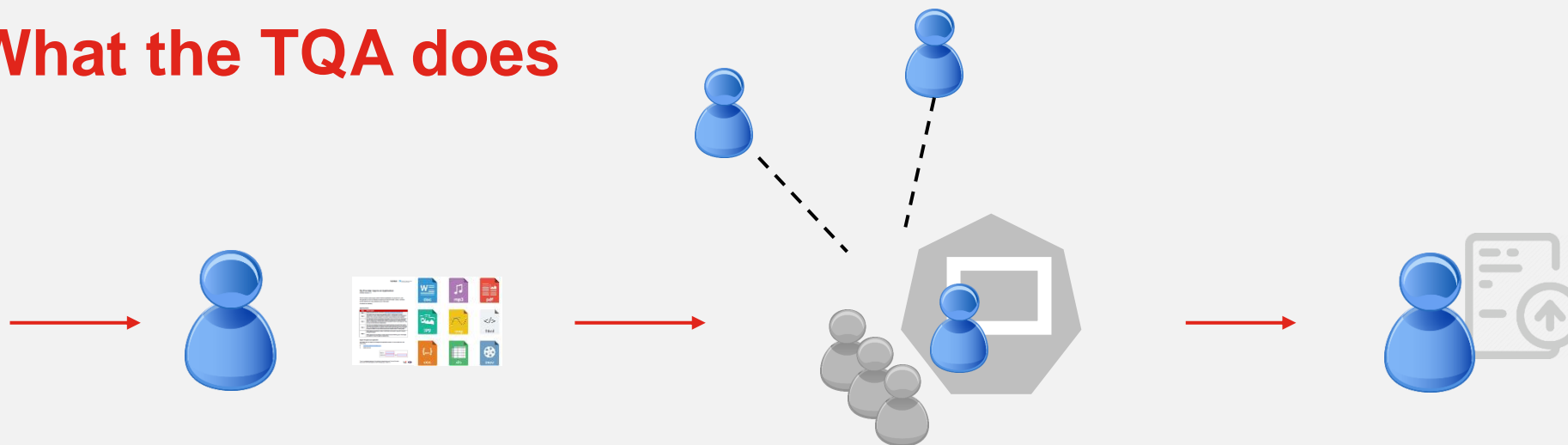


- Once the TQA allocation is complete, the quality team will provide access to our portal so you can start to upload supporting evidence for approval.
- The TQA will also have access to this portal so they can access your application form and the supporting evidence you upload.
- Your TQA will contact you directly to arrange a date for the approval activity.
  - For Construction and Engineering the approval activity will be a face-to-face visit
  - For Management & Administration the approval process will take place remotely with a series of online meetings etc.

# Splitting out the application



# What the TQA does



## Part 1

### Desk based approval review

- Reviews the approval application
- Analyses the approval criteria and any criteria not met
- Review your self-assessment action plan
- Reviews your key staff
- Reviews all evidence submitted on the portal inc. CV/CPD evidence
- Starts to formulate action plan
- Plans your approval activities with you
- If the TQA is allocated to complete the 'provider approval' they will also review evidence for this

## Part 2

### Approval activity

#### Provider visit

(BSE, Construction and Engineering)

#### Remote activities

(Management & Administration)

- This will include some form of tour to review facilities and physical resources for visits. For M&A you'll need to provide evidence on the portal (i.e images etc)
- Meetings with key delivery staff, to discuss approval, delivery etc
- Discuss curriculum planning, schemes of work.
- Carry out any additional checks for Occupational Specilaims

## Part 3

### Approval report

- TQA will complete the approval report, making their recommendation on approval.
- For OS' they can be approved on an individual basis
- They will provide a SMART action and improvement plan which is referenced to the approval criteria
- The Quality team reviews the report, confirms the approval decision and communicates this with your T level Primary Contact



# Approval report

## Full Provider Approval Outcome Report TL-A1R

This report is used by the Technical Qualification Associate (TQA) where they have been assigned to complete your Provider Approval and a Technical Qualification approval.

T Level Technical Qualifications

Full Provider Approval Outcome Report | Version 1.0

Activity Ref.

Type

Provider and Qualification

TL-A1R

Provider details

UKPRN

Centre No.

Provider name

T Level Primary Contact

Email

Activity details

TQA name

Email

Date of activity	File	Activity type

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## Extension Approval Outcome Report TL-A2R

This report is used by the TQA for the following:

- Qualification approval only
- Qualification approval (as part of wider Provider Approval)
- Occupational Specialism approval
- Re-approval (for a provider which deferred delivery)

T Level Technical Qualifications

Extension Approval Outcome Report | Version 1.0

Activity Ref.

Type

Qualification (part of Full Approval)

TL-A2R

Provider details

UKPRN

Centre No.

Provider name

T Level Primary Contact

Email

Activity details

TQA name

Email

Date of activity	File	Activity type

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# Action plan

C	Resources	
C.1	The provider has access to the appropriate resources to meet the specification of the TQ and its delivery and assessment.	
C.2	There are sufficient staff to meet the demand of the TQ.	
C.3	Staff have the relevant competencies, occupational competence and knowledge required for the delivery and/or assessment of the TQ.	
C.4	There are effective systems in place to ensure staff are adequately supported in their role.	
C.5	Effective systems are in place to ensure Continuous Professional Development (CPD) of all staff involved in the delivery of the TQ.	
C.6	Staff have adequate time and access to complete CPD.	

## Plumbing engineering

- Specialist plumbing tools (soldering equipment, pipe benders, adjustable spanners, etc)
- Pipe (copper, LCS, plastic)
- Sanitary appliances
- Selection of fittings and fixings
- Jointing materials
- Measuring equipment
- Commissioning equipment
- PPE
- Manufacturer's instructions for all equipment must be available
- Making-good materials (filler, paint, sandpaper, etc)
- Plumbing systems (direct and indirect cold water, boosted cold water, hot water etc)
- Plumbing components (WC, WHB, drain valves, etc)

Action Plan			
Criteria Ref.	Action required	Date	By whom
A.5	Provider does not have in place a contingency planning policy/document which provides information on circumstances where withdrawal of provider approval. This must be implement, with clear steps indicating how learners will be supported and to ensure they are not disadvantaged.	01.06.2022	Ann Other
B.1	Provider was not able to demonstrate appropriate documented policies and procedures relating to the Industry Placement, specifically pertaining to risk assessment and health and safety assessment of placements, as well as how learners will be safeguarded. Provider must implement this policy prior to delivery, and send this to the TQA for review.	01.06.2022	Ann Other
C.1	For Plumbing engineering there are a number of resource requirements outstanding: <ul style="list-style-type: none"> <li>• Commissioning equipment</li> <li>• PPE</li> <li>• Plumbing systems (direct and indirect cold water, boosted cold water, hot water etc)</li> <li>• Plumbing components (WC, WHB, drain valves, etc)</li> </ul> The facilities were undergoing refurbishment. The provider should provide images of the finished workshop and associated equipment prior to delivery.	01.06.2022	Ann Other
C.3	For the Plumbing and Heating OS, current staff do not hold the appropriate NVQ level 3 in Plumbing and Heating Engineering or equivalent qualification. There are also insufficient staff for the delivery of this OS in comparison to the high number of learners predicted in the first enrolment.	01.06.2022	Ann Other

All actions must be referenced to the corresponding approval criteria reference.

If you need to reference multiple criteria in one action, you can delete the drop down box and type them in manually



# Uploading evidence for approval

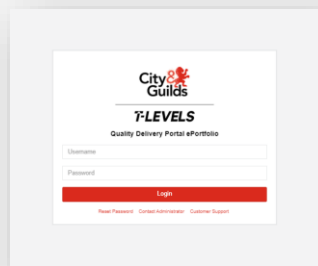


# General Information

Eligible providers will be given access to the T Level Service Portal, an interim solution we're using this year to facilitate the secure transfer of evidence.

Access will be provided following your approval application form being submitted to and accepted by the Quality team.

The portal should be used to upload relevant evidence and documentation to support the TQA in their approval activity.



## Initial Access

For each eligible provider, one primary user account has been created. This will be the person that you have nominated as the T Level Primary Contact.

You will receive a portal activation email from Learning Assistant ([notifications@learningassistant.com](mailto:notifications@learningassistant.com)) which will be titled 'Welcome to Learning Assistant'.

You will be prompted to reset your password on the first log in.

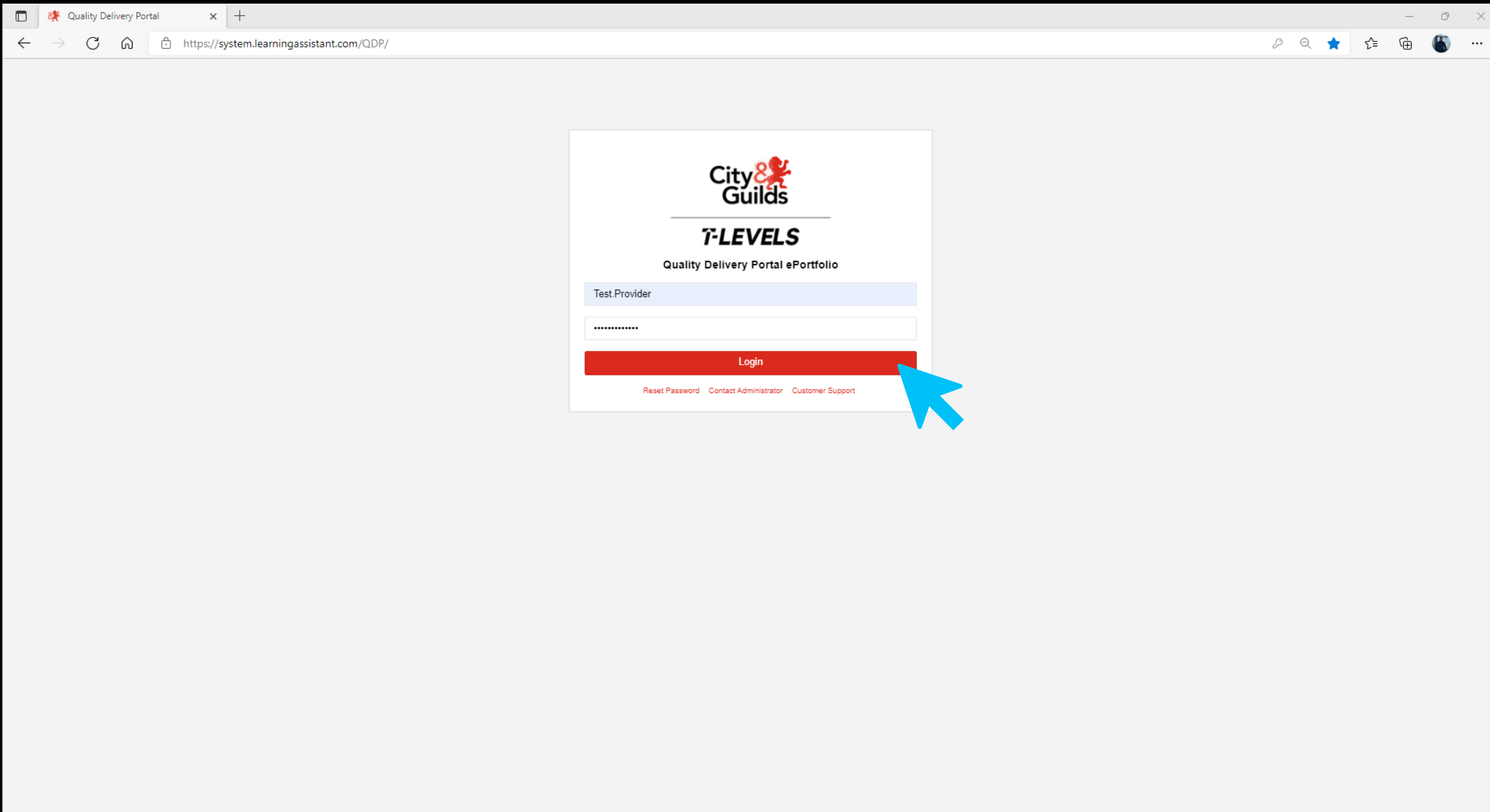
## Requesting Additional Accounts

Providers can request additional accounts where required. Once logged in, use the quick links on the Homepage tab.

## Secure transfer

Providers should not transfer documents to TQAs via email, especially copies of CVs, CPD records etc. Please use the portal to upload documents safely and securely.





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Hi Test, Welcome to Learning Assistant

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SERVICE PORTAL

Welcome to the City & Guilds T Level Service Portal

Please click [here](#) if you require additional account holders for your provider.

Visit our [T Level Resource Hub](#) for the latest information on approvals as well as other support materials.

Contact the Quality team

0300 303 53 52

[technicals.quality@cityandguilds.com](mailto:technicals.quality@cityandguilds.com)

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TL-BSE (8710-30) - (8710-30) T Level | Building Services Engineering

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TL-OSC (8711-30) - (8711-30) T Level | Onsite Construction

TL-MA (8715-30) - (8715-30) T Level | Management and Administration

TL-MIR (8730-12) - (8730-12) T Level | Maintenance, Installation and Repair for Engineering and Manufacturing

TL-EMPC (8730-13) - (8730-13) T Level | Engineering, Manufacturing, Processing and Control

TL-A1 (TL-A1) - T Level | Provider Approval

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8710-30 -- (8710-30) T Level   Building Services Engineering (TL-BSE)		Submissions: 1
<div><div>TL</div><div>(8710-30) T Level   Building Services Engineering, (999990) 8710-30</div><div>(999990) City &amp; Guilds</div></div>	Allocation, Awaiting	<div><div></div><div></div><div></div><div></div></div>
8711-30 -- (8711-30) T Level   Onsite Construction (TL-OSC)		Submissions: 1
<div><div>TL</div><div>(8711-30) T Level   Onsite Construction, (999990) 8711-30</div><div>(999990) City &amp; Guilds</div></div>	Allocation, Awaiting	<div><div></div><div></div><div></div><div></div></div>
8715-30 -- (8715-30) T Level   Management and Administration (TL-MA)		Submissions: 1
<div><div>TL</div><div>(8715-30) T Level   Management and Administration, (999990) 8715-30</div><div>(999990) City &amp; Guilds</div></div>	Allocation, Awaiting	<div><div></div><div></div><div></div><div></div></div>
8730-12 -- (8730-12) T Level   Maintenance, Installation and Repair for Engineering and Manufacturing (TL-MIR)		Submissions: 1
<div><div>TL</div><div>(8730-12) T Level   Maintenance, Installation and Repair for Engineering and Manufacturing, (999990) 8730-12</div><div>(999990) City &amp; Guilds</div></div>	Allocation, Awaiting	<div><div></div><div></div><div></div><div></div></div>
8730-13 -- (8730-13) T Level   Engineering, Manufacturing, Processing and Control (TL-EMPC)		Submissions: 1
<div><div>TL</div><div>(8730-13) T Level   Engineering, Manufacturing, Processing and Control, (999990) 8730-13</div><div>(999990) City &amp; Guilds</div></div>	Allocation, Awaiting	<div><div></div><div></div><div></div><div></div></div>
8730-14 -- (8730-14) T Level   Design and Development for Engineering and Manufacturing (TL-DD)		Submissions: 1
<div><div>TL</div><div>(8730-14) T Level   Design and Development for Engineering and Manufacturing, (999990) 8730-14</div><div>(999990) City &amp; Guilds</div></div>	Allocation, Awaiting	<div><div></div><div></div><div></div><div></div></div>
TL-A1 -- T Level   Provider Approval (TL-A1)		Submissions: 1
<div><div>TL</div><div>T Level   Provider Approval, (999990) TL-A1</div><div>(999990) City &amp; Guilds</div></div>	Allocation, Awaiting	<div><div></div><div></div><div></div><div></div></div>





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TL-BSE

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(999990) 8710-30 (8710-30) T Level | Building Services Engineering

(999990) City & Guilds

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https://system.learningassistant.com/views/course/evidence-wizard/index.cfm?uuidCourse=48B2C703-DDF6-3FEA-9F4B720474D34305

Evidence Wizard

Create Evidence

Upload Evidence

Upload an existing file from your computer or mobile device into the evidence folder. The wizard helps you add details and cross reference the item of evidence.

Create Evidence

Create a new item of evidence from scratch by entering text directly. This is really useful for creating evidence on-the-fly without having to upload a document or file.

Create Observation

Create and record a new observation. The wizard helps you produce a date-stamped PDF containing the observation details.

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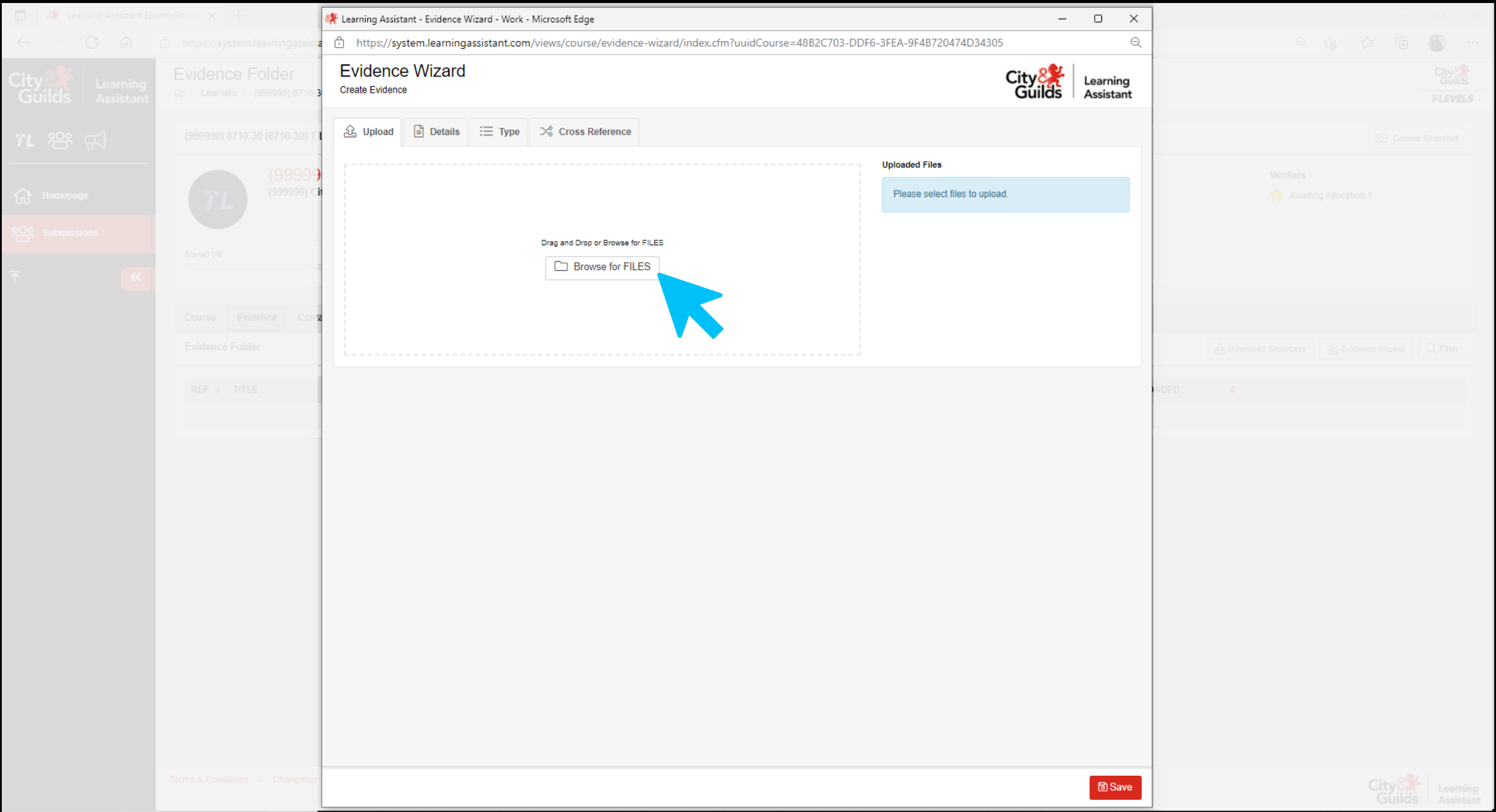
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Staff Information

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Policy documents

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<input checked="" type="checkbox"/>	John_Rush_CPD_record	05/02/2022 10:00	Adobe Acrobat D...	8,566 KB
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SUBMISSION / COURSE	EQA	ACTIONS
8710-30 -- (8710-30) T Level   Building Services Engineering (TL-BSE)		Submissions: 1
<div><div>TL</div><div>(8710-30) T Level   Building Services Engineering, (999990) 8710-30</div><div>(999990) City &amp; Guilds</div></div>	Allocation, Awaiting	<div><div></div><div></div><div></div><div></div></div>
8711-30 -- (8711-30) T Level   Onsite Construction (TL-OSC)		Submissions: 1
<div><div>TL</div><div>(8711-30) T Level   Onsite Construction, (999990) 8711-30</div><div>(999990) City &amp; Guilds</div></div>	Allocation, Awaiting	<div><div></div><div></div><div></div><div></div></div>
8715-30 -- (8715-30) T Level   Management and Administration (TL-MA)		Submissions: 1
<div><div>TL</div><div>(8715-30) T Level   Management and Administration, (999990) 8715-30</div><div>(999990) City &amp; Guilds</div></div>	Allocation, Awaiting	<div><div></div><div></div><div></div><div></div></div>
8730-12 -- (8730-12) T Level   Maintenance, Installation and Repair for Engineering and Manufacturing (TL-MIR)		Submissions: 1
<div><div>TL</div><div>(8730-12) T Level   Maintenance, Installation and Repair for Engineering and Manufacturing, (999990) 8730-12</div><div>(999990) City &amp; Guilds</div></div>	Allocation, Awaiting	<div><div></div><div></div><div></div><div></div></div>
8730-13 -- (8730-13) T Level   Engineering, Manufacturing, Processing and Control (TL-EMPC)		Submissions: 1
<div><div>TL</div><div>(8730-13) T Level   Engineering, Manufacturing, Processing and Control, (999990) 8730-13</div><div>(999990) City &amp; Guilds</div></div>	Allocation, Awaiting	<div><div></div><div></div><div></div><div></div></div>
8730-14 -- (8730-14) T Level   Design and Development for Engineering and Manufacturing (TL-DD)		Submissions: 1
<div><div>TL</div><div>(8730-14) T Level   Design and Development for Engineering and Manufacturing, (999990) 8730-14</div><div>(999990) City &amp; Guilds</div></div>	Allocation, Awaiting	<div><div></div><div></div><div></div><div></div></div>
TL-A1 -- T Level   Provider Approval (TL-A1)		Submissions: 1
<div><div>TL</div><div>T Level   Provider Approval, (999990) TL-A1</div><div>(999990) City &amp; Guilds</div></div>	Allocation, Awaiting	<div><div></div><div></div><div></div><div></div></div>

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(999990) TL-A1 T Level | Provider Approval - TL-A1 - T Level | Provider Approval (TL-A1)

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(999990) TL-A1 T Level | Provider Approval

(999990) City & Guilds

EQAs

★ Awaiting Allocation

Verifiers

★ Awaiting Allocation 1

Started 0%

Completed 0%

Expected 0%

Course

Evidence

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## Evidence Wizard

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<input type="checkbox"/>	Name	Date modified	Type	Size
<input checked="" type="checkbox"/>	Draft Quality Assurance Plan for T Lev...	26/02/2022 17:42	Microsoft Word D...	0 KB
<input checked="" type="checkbox"/>	Placement Risk Assessments	26/02/2022 17:42	Microsoft Excel W...	7 KB
<input checked="" type="checkbox"/>	Policy document review plan	26/02/2022 17:40	Microsoft Excel W...	7 KB
<input checked="" type="checkbox"/>	T Level Appeals Policy	05/02/2022 10:00	Adobe Acrobat D...	8,566 KB
<input checked="" type="checkbox"/>	T Level Conflicts of Interest Record	05/02/2022 10:00	Adobe Acrobat D...	8,566 KB
<input checked="" type="checkbox"/>	T Level Contingency Policy	05/02/2022 10:00	Adobe Acrobat D...	8,566 KB
<input checked="" type="checkbox"/>	T Level EDI Policy	05/02/2022 10:00	Adobe Acrobat D...	8,566 KB
<input checked="" type="checkbox"/>	T Level GDPR Policy	05/02/2022 10:00	Adobe Acrobat D...	8,566 KB
<input checked="" type="checkbox"/>	T Level Learner Induction Pack	05/02/2022 10:00	Adobe Acrobat D...	8,566 KB
<input checked="" type="checkbox"/>	T Level Placement Learner Safeguardi...	05/02/2022 10:00	Adobe Acrobat D...	8,566 KB
<input checked="" type="checkbox"/>	T Level Placement Risk Assessment Plan	05/02/2022 10:00	Adobe Acrobat D...	8,566 KB
<input checked="" type="checkbox"/>	T Level Recruitment Plan	05/02/2022 10:00	Adobe Acrobat D...	8,566 KB

File name:

"Draft Quality Assurance Plan for T Levels" "Placement Risk Assessments" "Policy document review"

All files

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Uploaded Files

Placement\_Risk\_Assessments.xlsx (8 KB)

Policy\_document\_review\_plan.xlsx (8 KB)

T\_Level\_Appeals\_Policy.pdf (8 MB)

T\_Level\_Conflicts\_of\_Interest\_Record.pdf (8 MB)

T\_Level\_Contingency\_Policy.pdf (8 MB)

T\_Level\_EDI\_Policy.pdf (8 MB)

T\_Level\_GDPR\_Policy.pdf (8 MB)

T\_Level\_Learner\_Induction\_Pack.pdf (8 MB)

T\_Level\_Placement\_Learner\_Safeguarding\_Policy.pdf (8 MB)

T\_Level\_Placement\_Risk\_Assessment\_Plan.pdf (8 MB)

T\_Level\_Recruitment\_Plan.pdf (8 MB)

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LEVELS

Course Snapshot

Verifiers

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EQAs

★ Awaiting Allocation

## Verifiers

★ Awaiting Allocation 1

Started 0%

Completed 0%

Expected 0%

Course	Evidence	Contact
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Displaying 1 to 1 of 1 Evidence

25 per page

1 of 1

REF	TITLE	TYPE	UPLOADED						
1	<div><div></div><div><div>Provider Approval Documents</div><div>Evidence not in use.</div></div></div>	75.15 MB	<div><div> 26 Feb 2022 18:02</div><div> Test Provider</div></div>						

Displaying 1 to 1 of 1 Evidence

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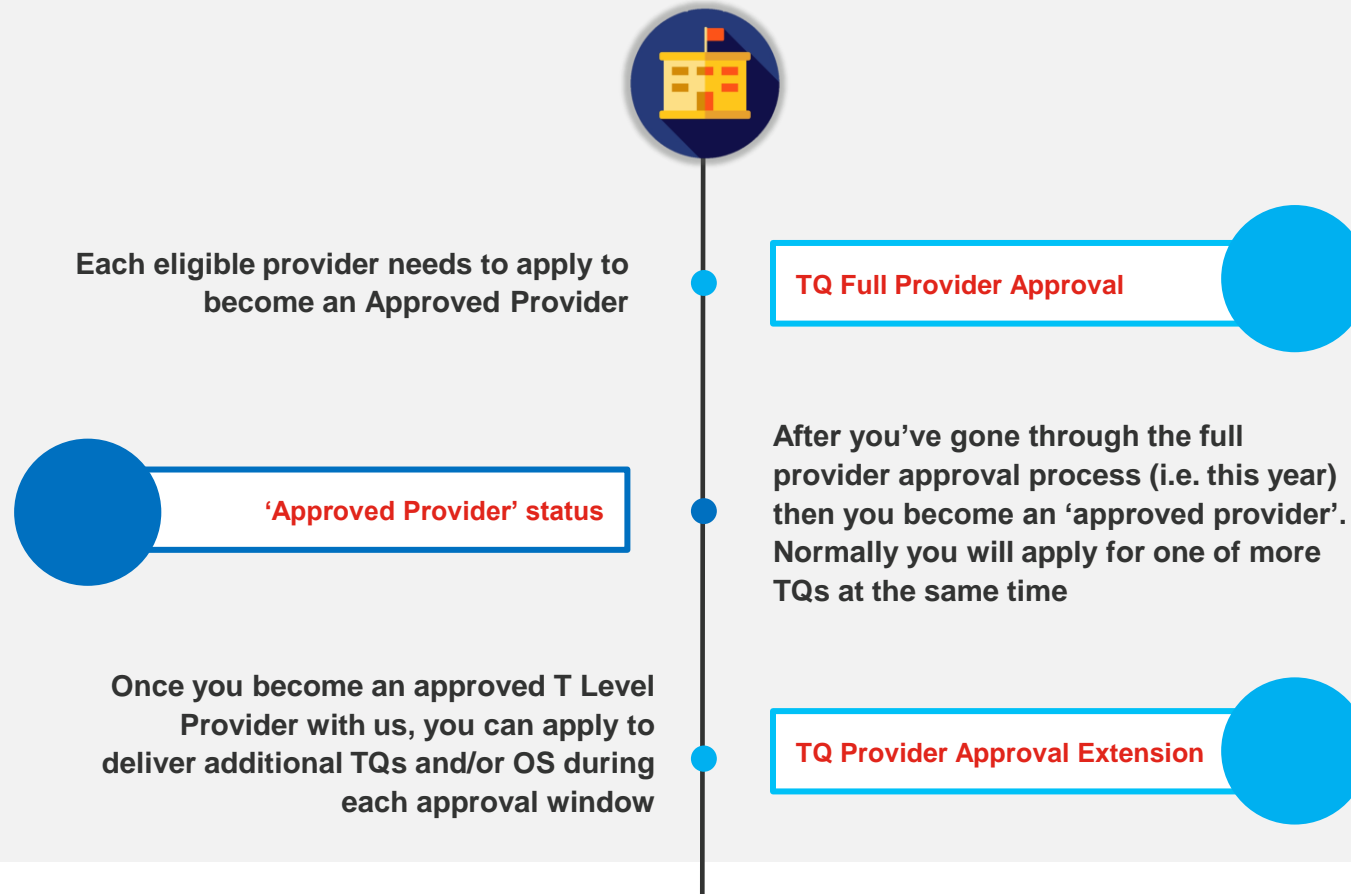


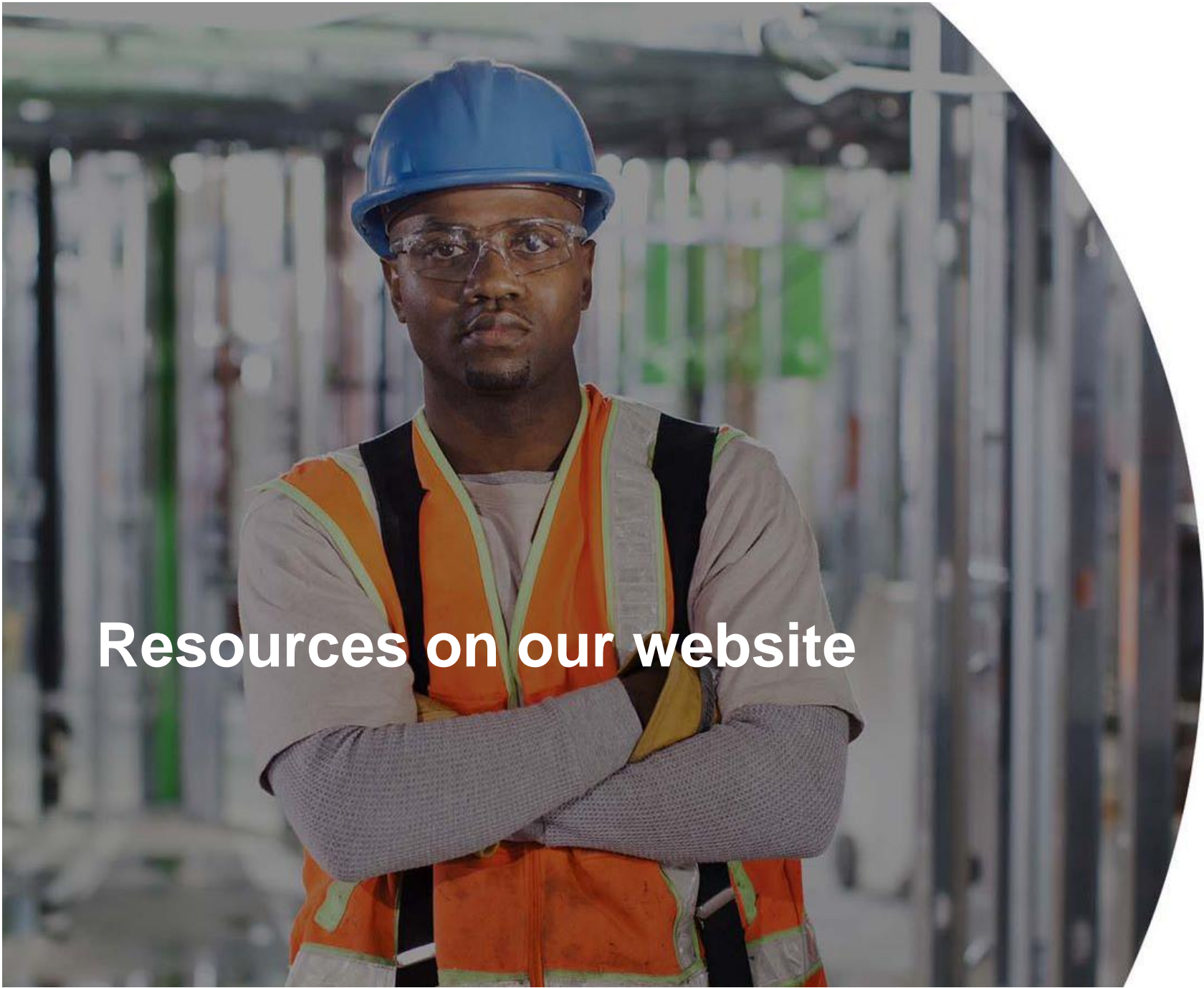
## Next steps



# Becoming and Approved Provider

- All providers start off as Eligible Providers.
- This is regardless of whether you have existing centre approval with City & Guilds, EAL or any other Awarding Organisation
- No charge for any T Level approval application
- For new customers, you don't need to go through the centre approval process separately (£2,500)





**Resources on our website**

**T-LEVELS**



# Resource Hub

The Resource and Support Hub for T Level Technical Qualifications contains a range of teaching, learning and planning resources for tutors as well as information and support regarding approval, quality assurance, registration, bookings, timelines, fees and previous communications.



- Approval forms and quality assurance documents
- Links to the qualification pages
- Contact update form
- T Level welcome pack
- A range of teaching, learning and planning resources
- Guide for registration and assessment bookings
- Published fees for each Technical Qualification
- Curriculum delivery planners
- Tutor resources including text book samples
- Communications archive, including all our previous ebulletins and newsletters



# Qualification pages

The qualification pages contain the information relevant to the individual T Level Technical Qualification. Use the qualification codes in the search bar or the links in the resource hub.

[8710 Building Services Engineering for Construction >](#)

[8711 Onsite Construction >](#)

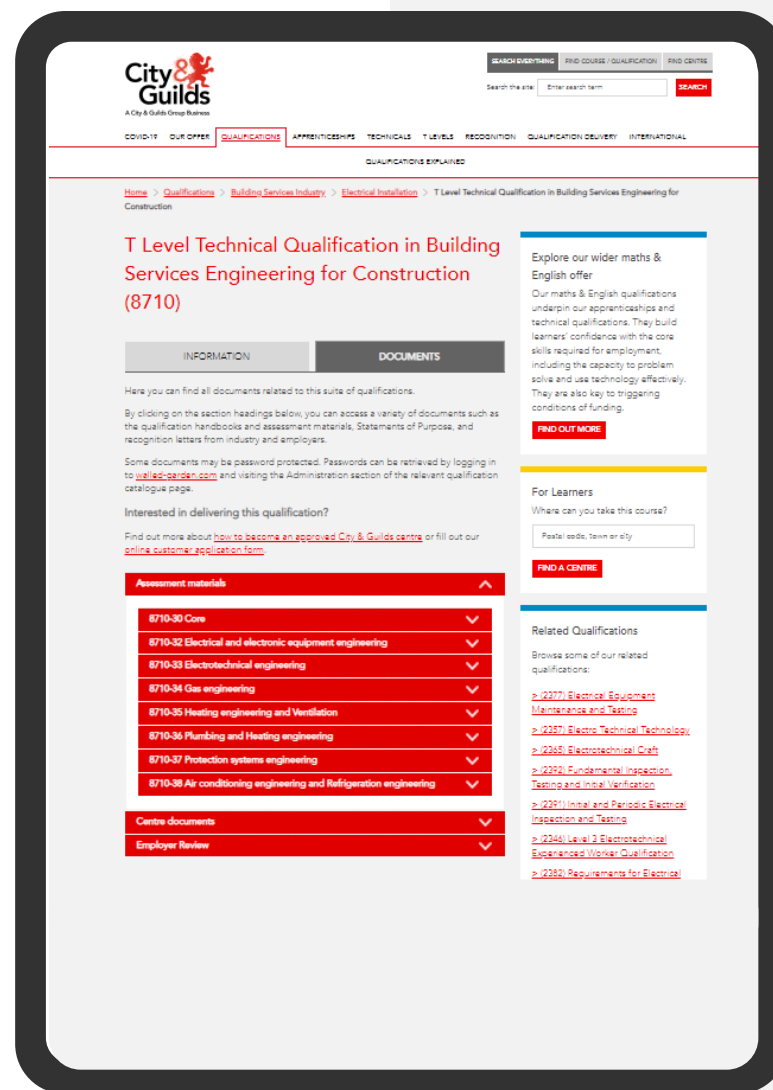
[8730 Maintenance, Installation and Repair for Engineering and Manufacturing >](#)

[8730 Engineering, Manufacturing, Processing and Control >](#)

[8730 Design and Development for Engineering >](#)

[8715 Management and Administration >](#)

- TQ Specifications (Qualification Handbooks)
- Sample assessments and guidance for the ESP
- Sample assessment materials for Core Paper 1 and Paper 2
- Guide Standard Exemplification Materials (GSEMs) for the Occupational Specialisms
- Sample assessments for the Occupational Specialisms
- Employer review documents



## Quality team



### Contact us

**Monday - Friday | 08:30 - 17:00 GMT**



0300 303 53 52



[technicals.quality@cityandguilds.com](mailto:technicals.quality@cityandguilds.com)

Web chat available [here](#).



# Q&A

Please submit questions via the chat