

T Levels Approval Webinar 2023 – FAQs

- **When does the Approval Window open?**

This year, the window opens on Monday 27 February and runs until Friday 23 June

- **Where can we find the application forms?**

Application forms, and all other relevant documentation, can be found on the [Resource Hub](#) on the City & Guilds website.

- **What is the difference between the two application forms?**

The application form you will complete depends on what you are applying for.

- TL-A1 is the Full Provider Approval application and should be completed by and provider who does not yet have T Level Provider Approval with City & Guilds. This application should include a minimum of one TQ (core pathway and associated Occupational Specialism) although you can choose to include more.
- TL-A2 is the Extension Approval application form and should be completed if you are already an Approved Provider with City & Guilds but want to add a further route, pathway or Occupational Specialism to the suite of qualifications you already deliver with us.

The Full Provider Approval form is much more in depth and looks at a range of generic areas around your centre(s), as well as the qualification.

- **How long does the approval process take once our application form has been submitted?**

We aim to complete all approvals within 30 working days.

Where a provider does not engage actively in the process once they have submitted their application or is found to have misrepresented information in their application form will have their application terminated. They will need to reapply at a later date.

- **How much does it cost to become a provider?**

T Level approvals are free of charge. This applies to provider, qualification, and occupational specialism approval.

Providers who are not already approved as a 'centre' with City & Guilds will achieve centre approval at the same time as provider approval. This eliminates the centre approval process and associates fees.

Fees will apply for any subsequent qualification approvals which are not T Levels.

- **Can we submit applications for different TQs at different points in the year?**

Yes, we welcome this approach to reduce the pressure on you as a provider, your staff and our associate resource, so long as it is within the approval window. This year, the window closes on 23 June.

- **We're already an approved City & Guilds centre, why do we have to apply again?**

All providers must go through T Level Full Provider Approval in the first instance, regardless of whether you are already an existing centre with us.

This is a requirement that has been agreed as part of our contract with the Institute. This is not negotiable and there is no fast-track process.

- **We already have approval to deliver T Levels at our centre, although it's for a different Industry area, which approval form should we use?**

If you are an existing approved provider delivering T Levels with City & Guilds, you should use the Extension Approval Application form (TL-A2) to apply for additional Technical Qualifications and/or Occupational Specialisms.

If you are not approved with City & Guilds to deliver T levels (an Approved Provider) you will need to complete the Full Approval Application form (TL-A1)

- **We're approved with Pearson / NCFE, do we have to apply with you?**

Yes, even if you are approved with Pearson and/or NCFE you still need to apply for T Level Provider Approval with City & Guilds.

Please remember however that many of the documents (such as policies and procedures) will be applicable and can be submitted to us as part of your application. You are not required to re-write everything or apply different processes.

- **We're an EAL centre, do we need to apply for approval with City & Guilds?**

We work in partnership with EAL for Construction, BSE and Engineering. However, they are not responsible for the operational delivery of the qualifications, this is with City & Guilds.

If you are an EAL customer, and not approved with City & Guilds you'll need to apply for T Level Full Provider Approval. This is free of charge, and once approved you will also receive centre approval status and can apply to deliver other qualifications with us should you wish.

- **We're not an eligible provider, can we still apply?**

Currently, only eligible providers, listed on the government website [here](#) can apply for approval.

Information for providers who want to register to deliver T Levels in the 2024 to 2025 academic year can be found [here](#).

- **What happens if we applied previously but then deferred?**

If you applied last year and deferred, you can resume this year after a one-year gap, we'll just need to ask a TQA to check in with you.

If you applied in 2021, and have deferred twice, then we would ask for you to complete a new application, as both the qualification and your centre may have undergone major changes in that time.

- If you applied, and were approved for, for both BSE and OSC in 2021, and deferred *one* of them, but delivered the other, then you would need to complete an extension application for the one that has been deferred for two consecutive years.
- If you applied, and were approved for, either or both qualifications, then deferred both for two year, i.e. have not delivered a City and Guilds T Level in that time frame, you would need to start over with a Full Provider Approval

If you are unsure, please contact the Technical Quality team to discuss.

- **We are not planning to deliver until September 2024. Can we apply now and defer?**

You could but given how quickly things could change from one year to the next, you would be better waiting until next year. Additionally, if anything happened and you had to defer for a second year, you would need to reapply.

You can use the time between now and then to explore the Qualification Specifications to ensure that you have everything ready to apply.

- **We have multiple sites; do we have to do an application form per centre?**

T Levels are approved on a Provider basis, so if you have multiple sites under one UKPRN, then only one application is needed. We do ask that you let us know which centre numbers you plan to deliver at, so we can ensure that everything is set up correctly to enable them to register learners.

- **Why can't we apply via Walled Garden?**

Unfortunately, we are not able to create the content required for the T Level approval process in Walled Garden.

At this time all approval and quality assurance activity will be managed directly with the Quality team. You can contact them at Technical.Quality@cityandguilds.com

- **After submitting the approval application form, how do we submit supporting evidence?**

Once we have accepted your application for processing, you will be given access to the T Level Service Portal on Learning Assistant. Supporting evidence must be submitted through this portal on Learning Assistant so your allocated TQA can access this evidence.

The TQA may also request you to upload further evidence through the portal.

- **Who will be given access to the evidence submission portal?**

Initially we will provide access to the portal to both the 'T Level Primary Contact' and your 'Exams Office Primary Contact'.

When selecting your T Levels primary contact, this should be someone who is involved in the day-to-day operation and delivery of T Levels and is happy to be in regular contact with City & Guilds and share this information with others. This will be the person who received the relevant reports and formal communications from us.

These users will be able to request additional users when they log in to the portal. Further information is provided on the homepage of the portal.

- **What evidence do we need to provide?**

You'll need to provide evidence for certain approval criteria such as policies and procedures, staff CV's, CPD records etc.

You'll find more information on this in the [Approval and Quality Assurance Information document](#).

Once the TQA has reviewed this, they will be in contact to let you know if they need anything else.

- **Do you have examples of policies that can be adapted for each centre?**

City & Guilds does not provide example policies or procedures that centres can use.

- **If we are putting our approval through in February, it is unlikely that we will have finalised planning or the student handbook. How do we get around this for approval?**

The T Level Application is in the form of a self-assessment checklist, where you will be answering Yes, No, or Part to each question – anything that is No or Part will be picked up in the Action Plan that you and the TQA will agree on. This means that so long as we can see what you have planned to achieve this by delivery, then it won't negatively impact your application.

- **What happens if teaching staff changes after approval?**

You will need to upload either a CV or a TL-SD form to Learning Assistant, which we will get a TQA to review.

We would also ask you to complete a [Contact Update form](#) if they are a T Level or Exams lead, or a key Industry Contact.

- **Do we need a minimum number of learners to deliver a T Levels qualification?**

We are not imposing any minimum number of learners, it's up to you as a centre to decide what numbers you feel comfortable with.

- **What is a TQA?**

A TQA is a Technical Qualification Associate. They have the relevant occupational and quality assurance experience to carry out provider and/or qualification approval as well as providing ongoing support with the TQ delivery.

- **How do I know who my allocated TQA is?**

We'll let you know who your allocated TQA is for each T level Technical Qualifications once your application has been accepted for processing. You may have more than one TQA allocated, depending on the qualifications and occupational specialisms you are applying for.

You'll also be able to see who is allocated on the T Level Service Portal.

- **Why does the TQA have to visit in person, why can't I have the meeting over Zoom?**

For Management and Administration, we're happy for all activities to be completed virtually. For all other qualifications, there is such a strong physical aspect – equipment, health and safety etc – that we prefer the TQA to attend in person to get a full overview of these.

- **Who are the T Level Technical Advisors?**

Technical Advisors are available to support providers with sector qualifications and related products. They have industry and educational experience with an understanding of the T Level Technical Qualifications which enables them to support with planning, delivery, assessment, and quality assurance.

You can find their details on our website [here](#).

- **What might constitute COI for centres to disclose?**

When determining whether something is a conflict of interest, you should assess whether the situation in which the person(s) in question are in a position to derive personal benefit from actions or decisions made in their official capacity.

Examples could include:

- a member of staff who also works for the Awarding Organisation
- an assessor who is related to a learner
- any financial arrangements presenting one interest against another

If in doubt, list these in your application and we will determine whether any action or mitigations need to be taken.

- **Can we have access to textbooks or teaching materials?**

There is a wealth of resources available on the City & Guilds website to support your delivery, including teaching resources and draft Schemes of Work. This support will be available across all T Level Routes and pathways.

Textbooks will be available from [Hodder Education](#), please contact them for further details.