T Levels
Provider approval webinar 2

Welcome, the webinar will start shortly…

T Levels
Provider approval preparation
Webinar 2

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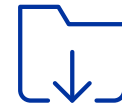for Apprenticeships and Technical Education.

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

Recording

Slide deck

Hannah McArdle
Quality Team Leader
Quality Delivery team

Michelle Graham
Quality Executive
Quality Delivery team

Jennifer Kitchen
Quality Executive
Quality Delivery team

Agenda

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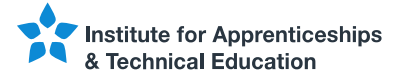- Details of the approval activities
- Evidence upload for approval

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

Agenda	
1	*Reminder:* The City & Guilds team
2	*Reminder:* 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 Quality Delivery Team at City & Guilds

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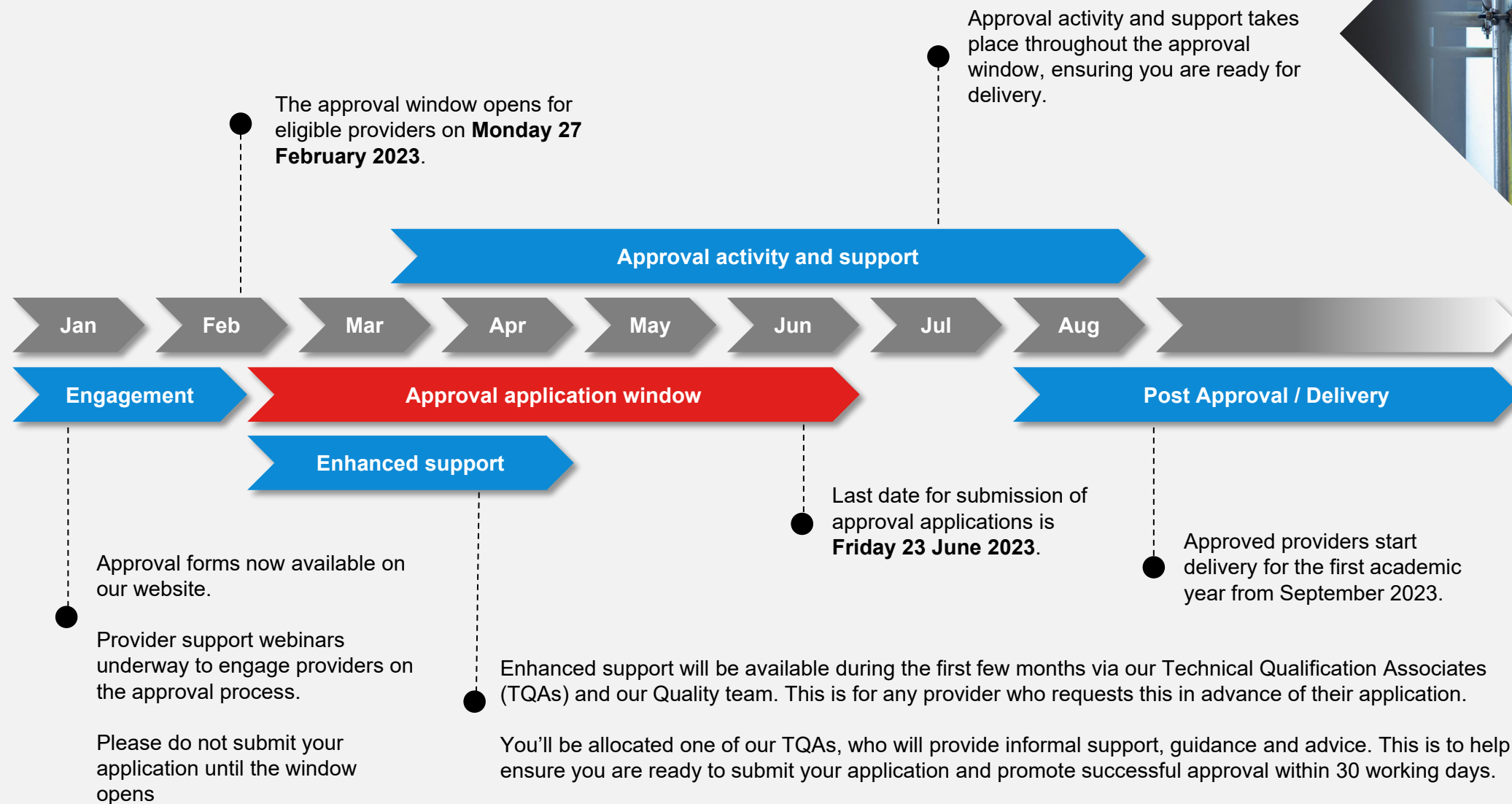### Jas Sall
Technical Advisor
EAL

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Approval timeline

Approval timeline

The approval window opens for eligible providers on **Monday 27 February 2023**.

Approval activity and support takes place throughout the approval window, ensuring you are ready for delivery.

Approval activity and support

| Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | |

Engagement

Approval application window

Post Approval / Delivery

Enhanced support

Last date for submission of approval applications is **Friday 23 June 2023**.

Approved providers start delivery for the first academic year from September 2023.

Approval forms now available on our website.

Provider support webinars underway to engage providers on the approval process.

Please do not submit your application until the window opens

Enhanced support will be available during the first few months via our Technical Qualification Associates (TQAs) and our Quality team. This is for any provider who requests this in advance of their application.

You'll be allocated one of our TQAs, who will provide informal support, guidance and advice. This is to help ensure you are ready to submit your application and promote successful approval within 30 working days.

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:
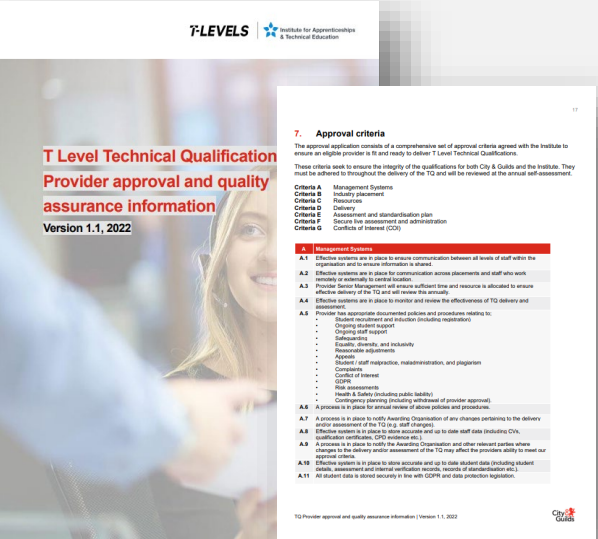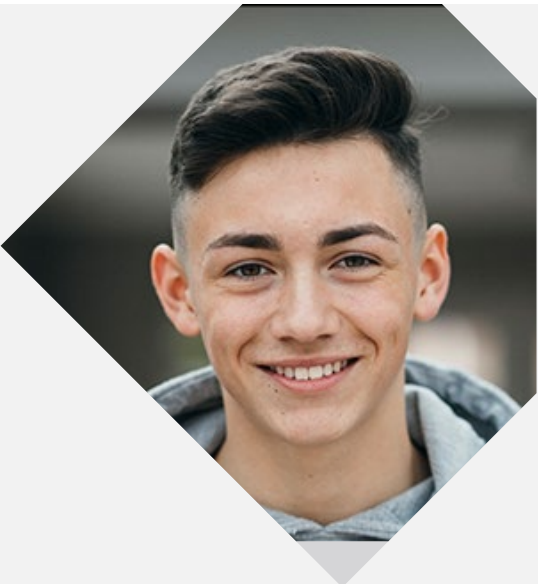
Approval and Quality Assurance Guidance

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)

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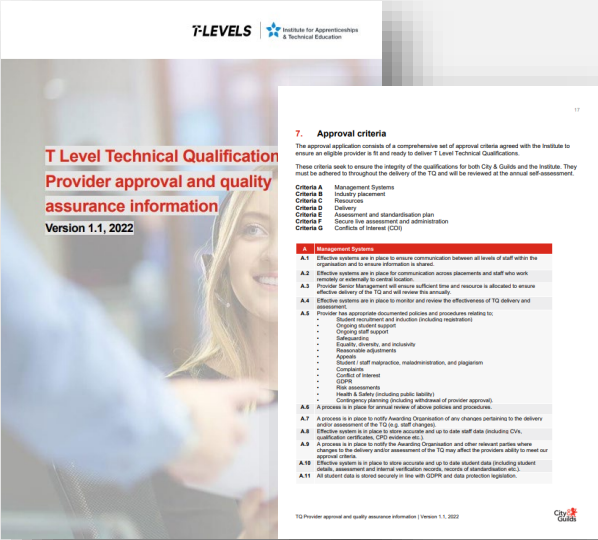
Approval step-by-step

Allocation

Onsite Construction

Building Services Engineering

Engineering & Manufacturing

Management & Administration

Agriculture, Land Management and Production
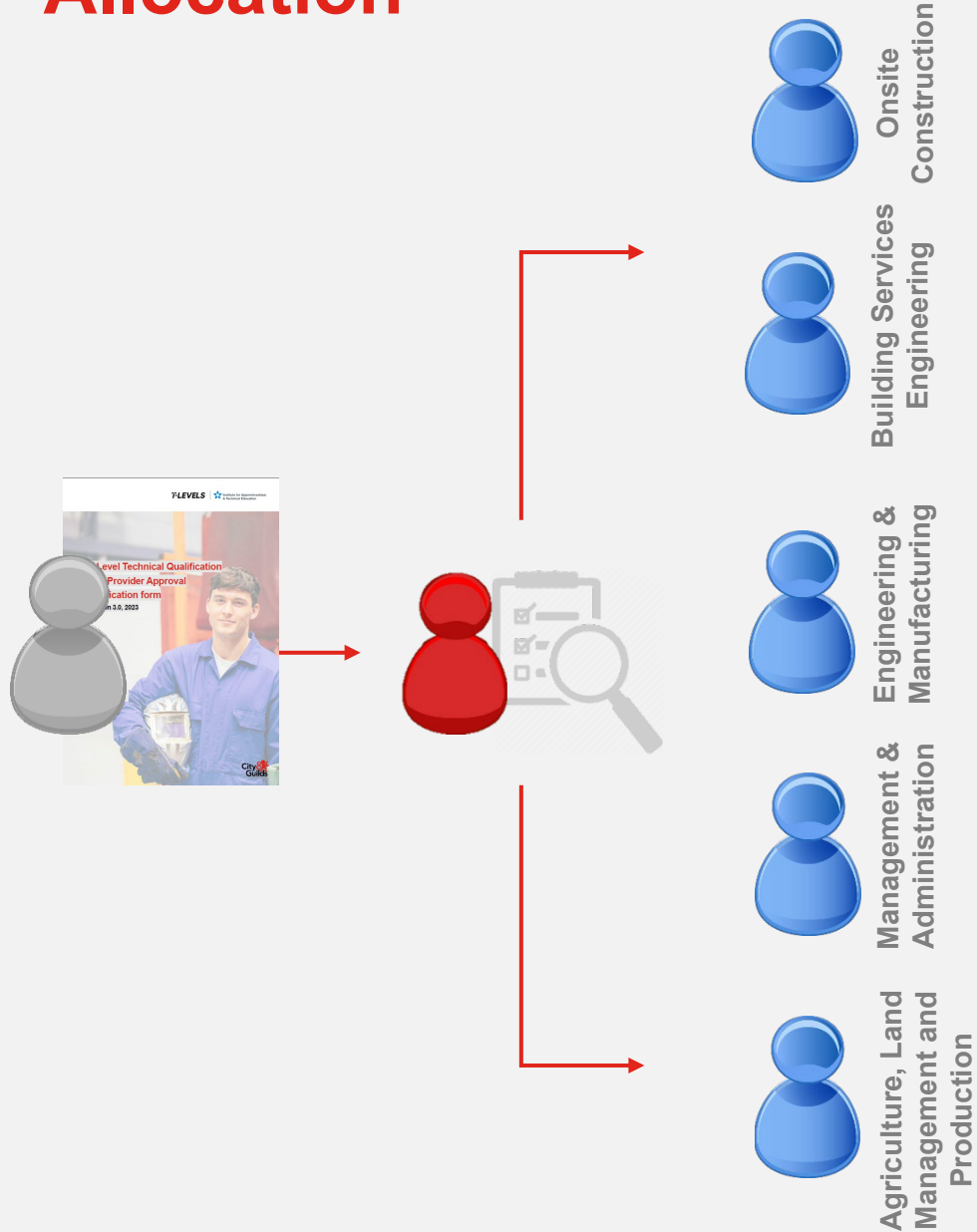
- Providers only have to complete one application form regardless of how many Qualifications or OS' that they are applying for, however you may wish to split and submit over time if you wish.

- Submit your application form to Technicals.Quality@cityandguilds.com

- 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

Splitting out the application

Construction → Completes the approval for the qualification only → **TL-A2R**

Engineering → Completes the approval for the qualification only → **TL-A2R**

Management & Admin → Completes the provider approval and also approval for the qualification → **TL-A1R**

TL-A1

What the TQA does

TQ
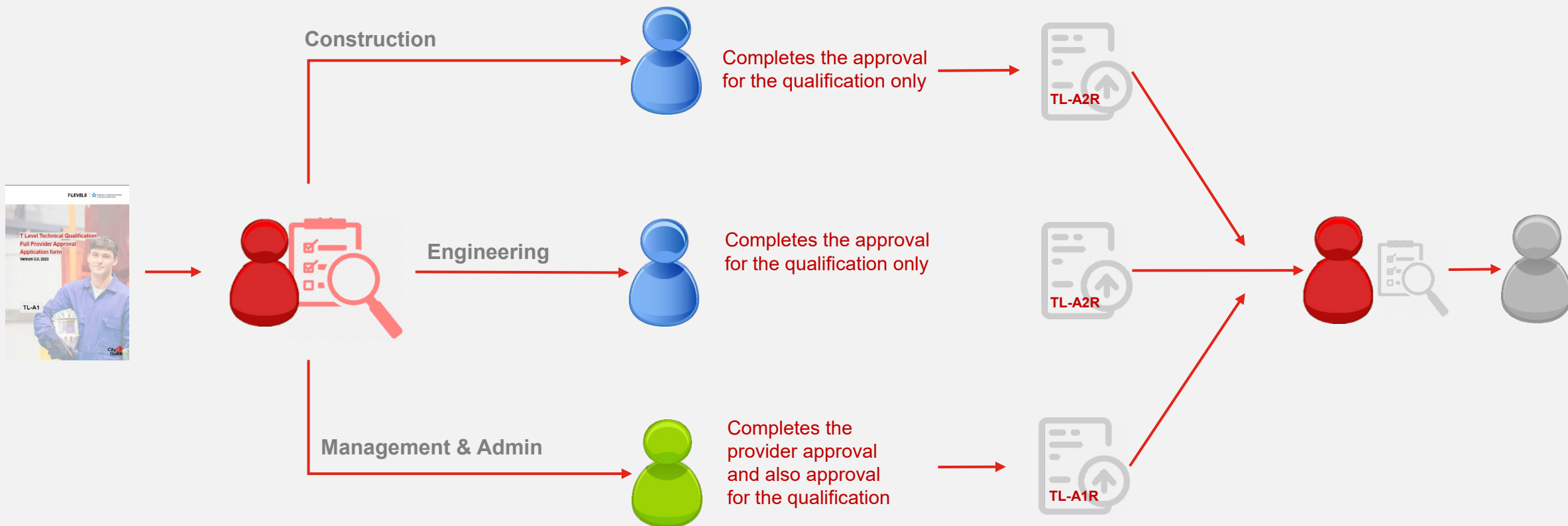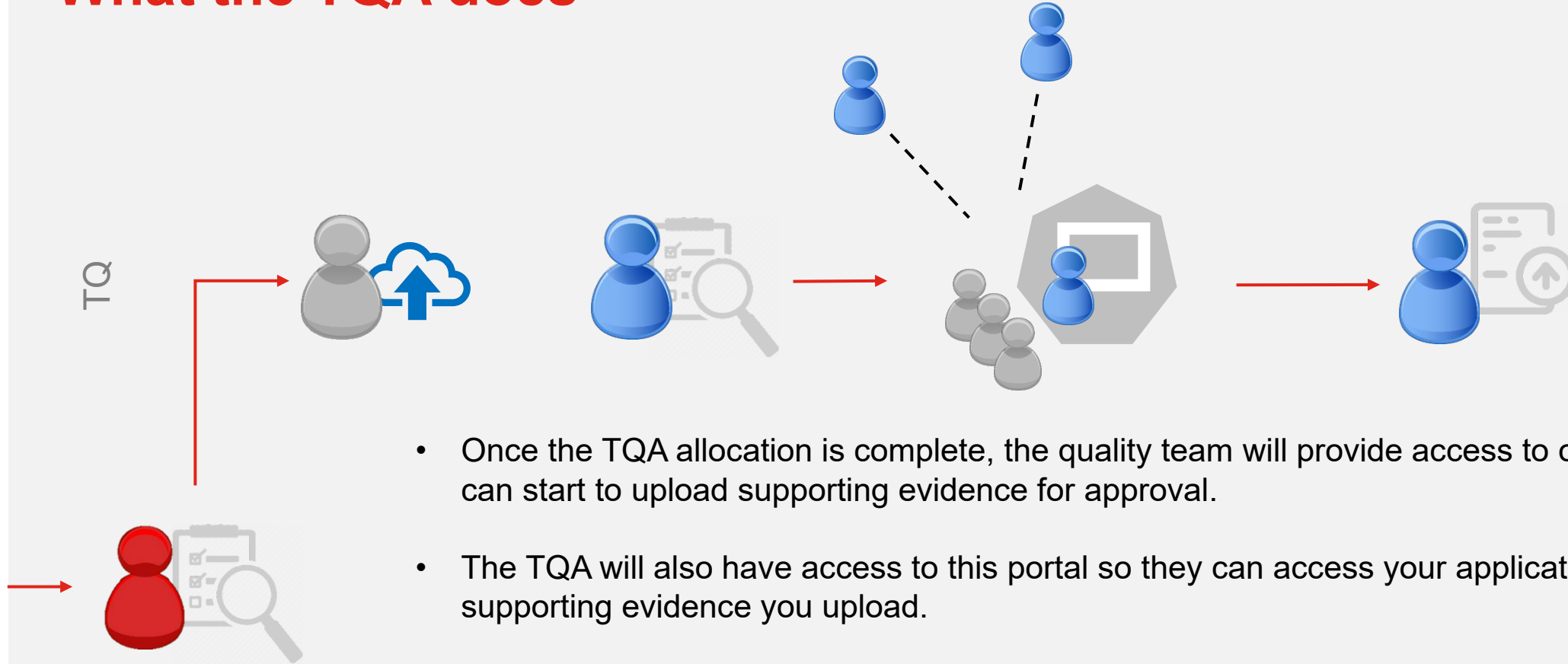
- Once the TQA allocation is complete, the quality team will provide access to our portal so you can start to upload supporting evidence for approval.

- 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, Engineering and Land 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.

What the TQA does
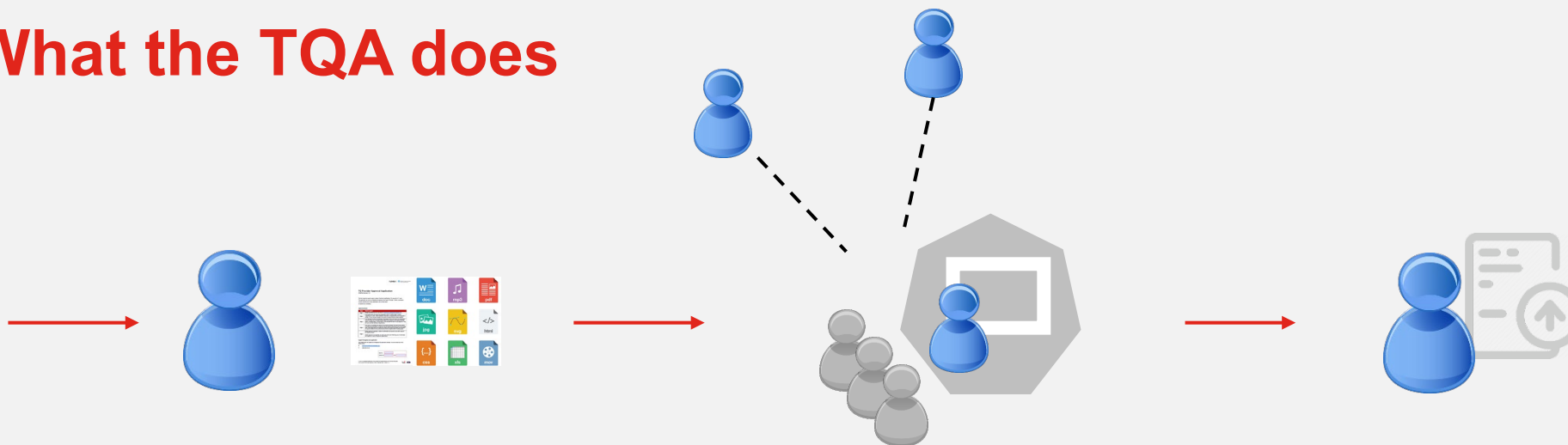
Part 1

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 offer support and suggestions
- 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, Engineering and Land)

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 Specialisms

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	Hrs	Activity type

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	Hrs	Activity type

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: • Commissioning equipment • PPE • Plumbing systems (direct and indirect cold water, boosted cold water, hot water etc) • Plumbing components (WC, WHB, drain valves, etc) 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 (Ctrl) ▾

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)

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

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Uploading evidence for approval

General Information

Eligible providers will be given access to the T Level Service Portal, 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.
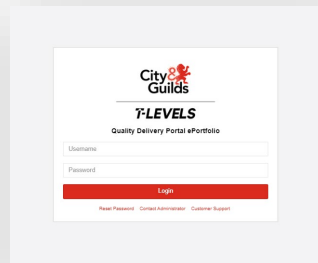
Initial Access

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) 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.
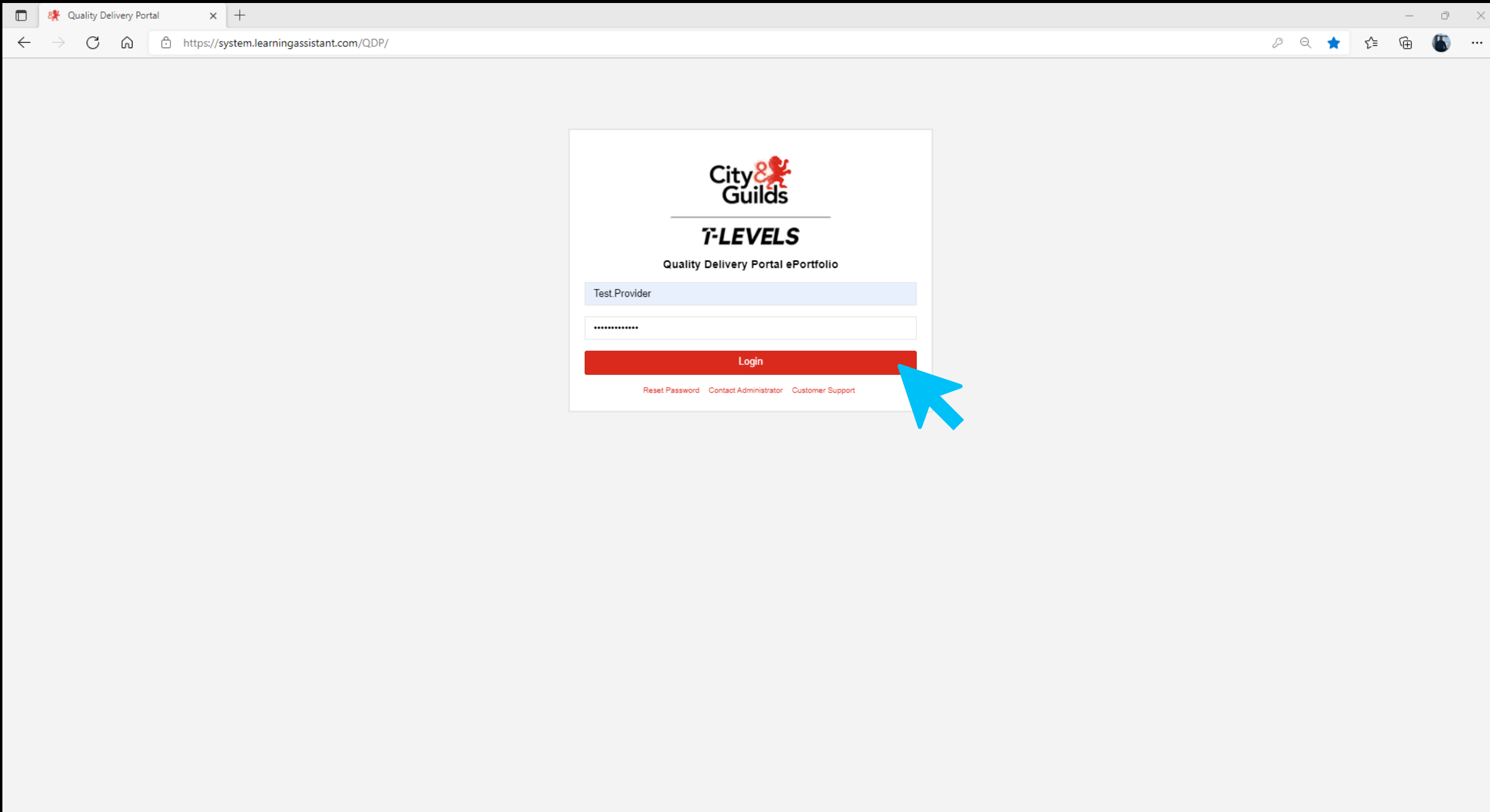
Hi Test, Welcome to Learning Assistant

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T LEVEL
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

Overview

News & Events

https://system.learningassistant.com/views/learners/

Learners

City & Guilds
Learning Assistant

City & Guilds
T-LEVELS

Homepage

Submissions

Learners

Search Submissions

Package	Select a package
Course	Select a course
Company	Select a company
Find courses	Please select...
Submission Status	Active
Submission	Select a learner

Reset Search Form   **Search Submissions**

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Learning Assistant

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Learners

City & Guilds
T-LEVELS

TL

Homepage

Submissions

Search Submissions

Package	Select a package
Course	Select a course
Company	Select a company
Find courses	Please select...
Submission Status	Active
Submission	Select a learner

Reset Search Form   **Search Submissions**

City & Guilds | Learning Assistant

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Learners

🏠 / Learners

City & Guilds | Learning Assistant

T-LEVELS

Search Submissions

Submissions

Print ⚙

Status: ⬜ Not Started 🟦 Started 🟩 Completed 🟪 Verified 🟧 Referred

Displaying **1** to **7** of **7** Results

25 per page

1 of 1

SUBMISSION / COURSE	EQA	ACTIONS
8710-30 - - (8710-30) T Level | Building Services Engineering (TL-BSE)		Submissions: 1
(8710-30) T Level | Building Services Engineering, (999990) 8710-30 (999990) City & Guilds	Allocation, Awaiting	💬 📄 🖼 💼
8711-30 - - (8711-30) T Level | Onsite Construction (TL-OSC)		Submissions: 1
(8711-30) T Level | Onsite Construction, (999990) 8711-30 (999990) City & Guilds	Allocation, Awaiting	💬 📄 🖼 💼
8715-30 - - (8715-30) T Level | Management and Administration (TL-MA)		Submissions: 1
(8715-30) T Level | Management and Administration, (999990) 8715-30 (999990) City & Guilds	Allocation, Awaiting	💬 📄 🖼 💼
8730-12 - - (8730-12) T Level | Maintenance, Installation and Repair for Engineering and Manufacturing (TL-MIR)		Submissions: 1
(8730-12) T Level | Maintenance, Installation and Repair for Engineering and Manufacturing, (999990) 8730-12 (999990) City & Guilds	Allocation, Awaiting	💬 📄 🖼 💼
8730-13 - - (8730-13) T Level | Engineering, Manufacturing, Processing and Control (TL-EMPC)		Submissions: 1
(8730-13) T Level | Engineering, Manufacturing, Processing and Control, (999990) 8730-13 (999990) City & Guilds	Allocation, Awaiting	💬 📄 🖼 💼
8730-14 - - (8730-14) T Level | Design and Development for Engineering and Manufacturing (TL-DD)		Submissions: 1
(8730-14) T Level | Design and Development for Engineering and Manufacturing, (999990) 8730-14 (999990) City & Guilds	Allocation, Awaiting	💬 📄 🖼 💼
TL-A1 - - T Level | Provider Approval (TL-A1)		Submissions: 1
T Level | Provider Approval, (999990) TL-A1 (999990) City & Guilds	Allocation, Awaiting	💬 📄 🖼 💼

Homepage

Submissions

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Course Folder

City & Guilds | Learning Assistant

T-LEVELS

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

📷 Course Snapshot

(999990) TL-A1 T Level | Provider Approval
(999990) City & Guilds

EQAs	Verifiers
⭐ Awaiting Allocation	⭐ Awaiting Allocation 1

Started 0%

Completed 0%

Expected 0%

Course   Evidence   Contact

TL-A1 - T Level | Prov...al (TL-A1)

📄 Evidence Sampled   🖨 Print

🏠 Homepage

👥 **Submissions**

«

↑

City & Guilds | Learning Assistant

https://system.learningassistant.com/views/course/evidence-folder/?uuidCourse=1FC34FAE-F97A-FD25-181EA051936D9B07&blnCourseCompleted=0

City & Guilds | Learning Assistant

Evidence Folder

⌂ / Learners / (999990) TL-A1 T Level | Provider Approval / TL-A1 / Evidence Folder

City & Guilds
T-LEVELS

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

📷 Course Snapshot

Homepage

Submissions

(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 | Contact |

Evidence Folder

⬇ Download Showcase   ⬇ Evidence Wizard   🔍 Filter

REF ▾	TITLE	TYPE	UPLOADED ⬍
	There are no Records to display.		

City & Guilds | Learning Assistant

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

Evidence Wizard
Create Evidence

City & Guilds | Learning Assistant

Upload Evidence
Upload an existing file from 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.

Evidence Wizard
Create Evidence

Upload | **Details** | **Type** | **Cross Reference**

Alison_Moyet_CV.pdf	application/pdf	8 MB
82%		
John_Rush_CPD_record.pdf	application/pdf	8 MB
John_Rush_CV.pdf	application/pdf	8 MB
Staff CPD Tracker.xlsx	application/vnd.openxmlformats-officedocument.spreadsheetml.sheet	6 KB

Drag and Drop or Browse for FILES

📁 Browse for FILES

Uploaded Files

Alison_Moyet_CPD_record.pdf (8 MB) 🗑

Save

Evidence Folder

City&Guilds | Learning Assistant

T'LEVELS

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

📷 Course Snapshot

(999990) TL-A1 T Level | Provider Approval

(999990) City & Guilds

EQAs	Verifiers
⭐ Awaiting Allocation	⭐ Awaiting Allocation 1

Started 0%

Completed 0%

Expected 0%

Homepage

Submissions

Course	**Evidence**	Contact

Evidence Folder

⬇ Download Showcase   ⬇ Evidence Wizard   🔍 Filter

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25 per page ▾   ‹ 1 of 1 ▾ ›

REF ▾	TITLE	TYPE	UPLOADED ▾	
1	**Provider Approval Documents** Evidence not in use.	75.15 MB	📤 26 Feb 2022 18:02 👤 Test Provider	⭐ 📋 🔒 ↺ ⓘ ⋯

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25 per page ▾   ‹ 1 of 1 ▾ ›

Next steps

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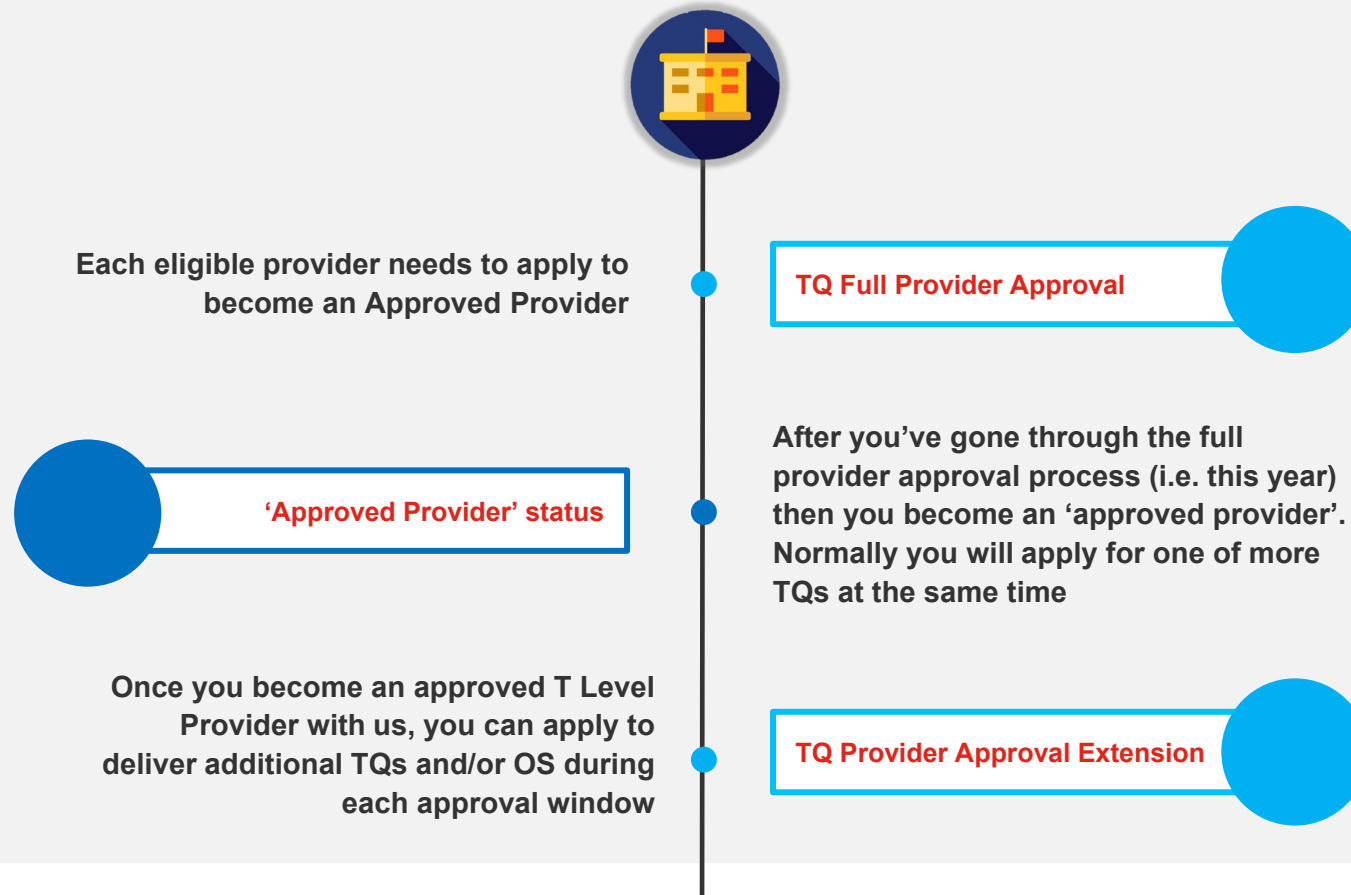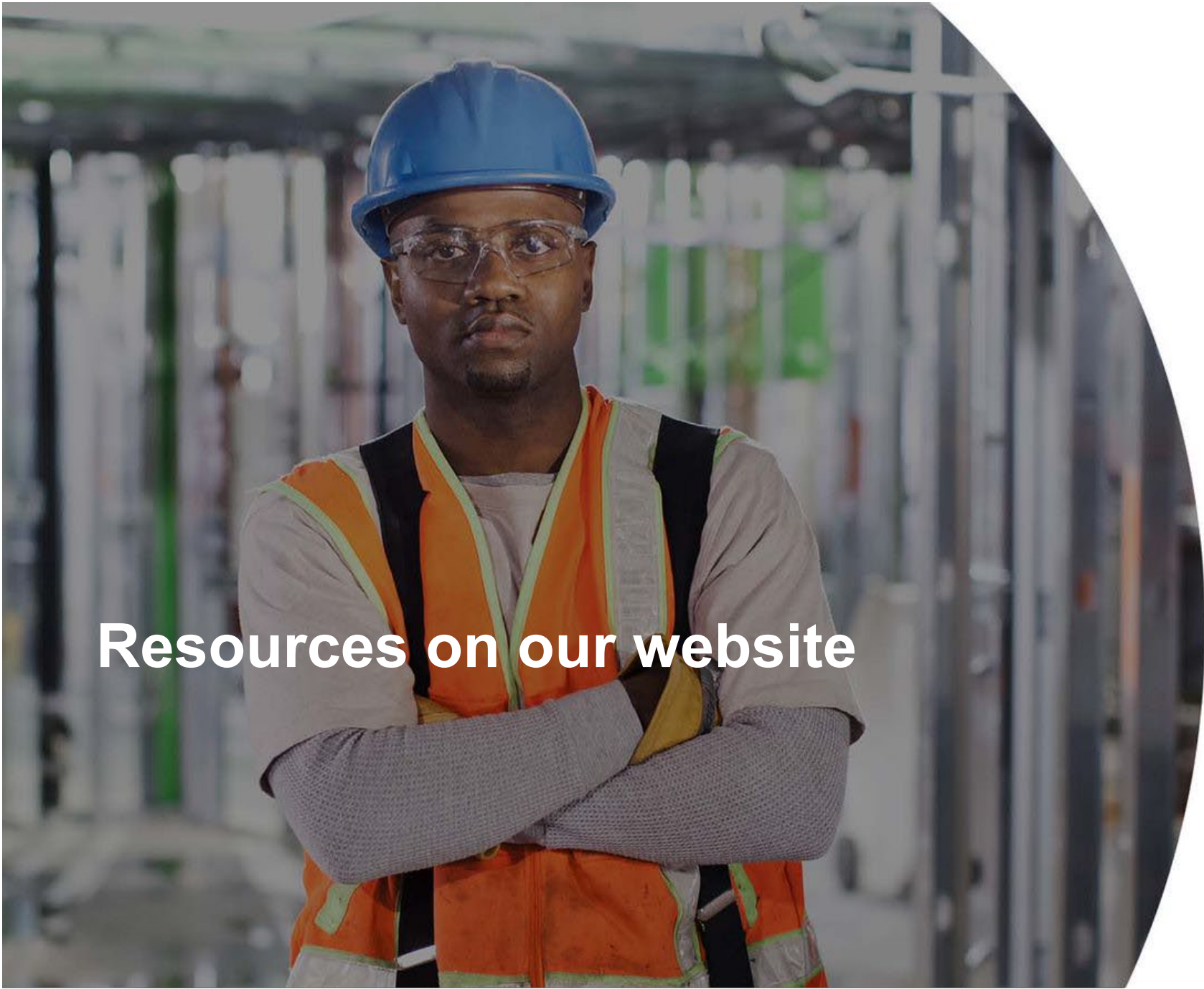
Becoming and Approved Provider

- 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)

Each eligible provider needs to apply to become an Approved Provider

TQ Full Provider Approval

'Approved Provider' status

After you've gone through the full provider approval process (i.e. this year) then you become an 'approved provider'. Normally you will apply for one of more TQs at the same time

Once you become an approved T Level Provider with us, you can apply to deliver additional TQs and/or OS during each approval window

TQ Provider Approval Extension

Resources on our website

Thursday 16 February 2023

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.

Resource Hub ▶

- 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 >

8717 - Agriculture, Land Management and Production >

- 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

41
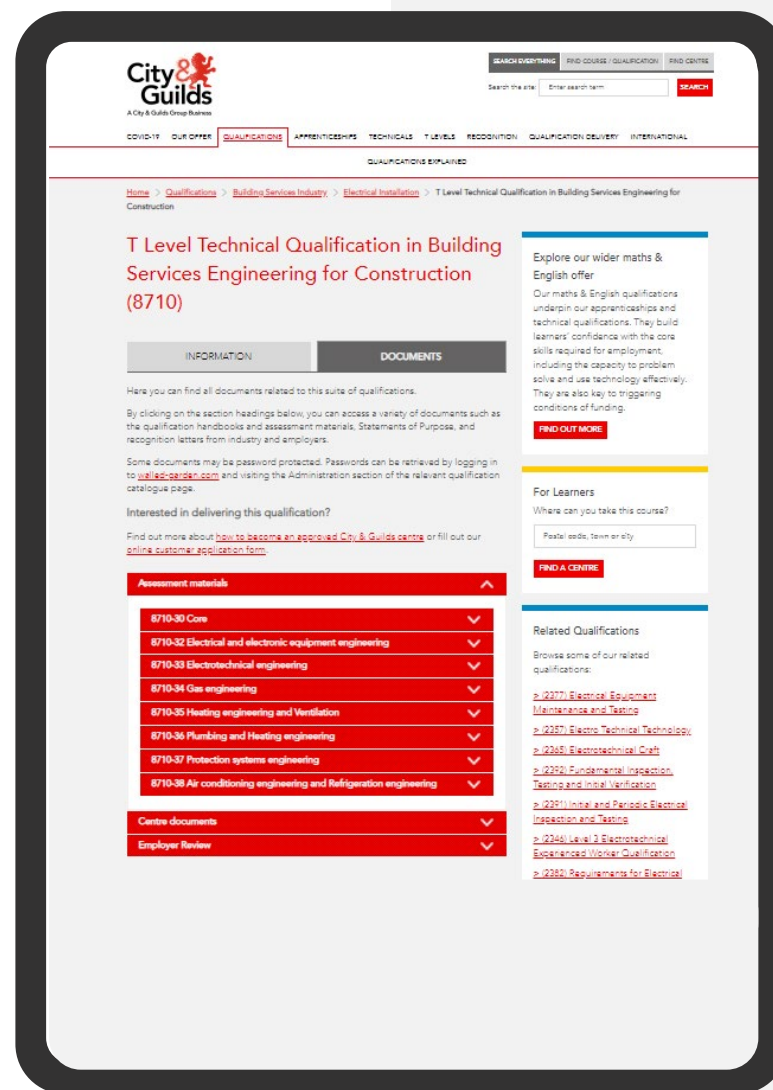
Quality team

Contact us

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

📞 0300 303 53 52

✉️ technicals.quality@cityandguilds.com

Web chat available here.

Q&A

Please submit questions via the chat