

# T-LEVELS

THE NEXT LEVEL QUALIFICATION

## FINDING YOUR OWN T-LEVEL INDUSTRY PLACEMENT

STEP  
1

### RESEARCH

Consider where you would like to work, what skills you would like to use and what would be relevant to your studies. Ask parents, family, friends, tutors and other staff for contacts. Search on-line, local business directories and newspapers.

Check transport options for where you can get to Keep a tracker of your research. Keep the college updated with your progress As an employer, you will gain a dynamic employee you can train in specific areas of your industry. At the same time, commitment to industry placements will raise your company's profile as T-Levels gain more public exposure in the future. Industry placements are already helping employers, and their businesses go further.

STEP  
2

### COMMUNICATION

Prepare your key information:

- What course you are studying
- Your availability
- Why you are interested in completing a placement at that business.
- Use email template on back page of this guide.
- Thank the organisation for their time.

STEP  
3

### PROCESS

Inform the Account Manager for your area of the business you have contacted. The account manager will communicate with the business and ensure all health and safety checks and paperwork have been completed.

Only once the contract has been signed by the employer, yourself, your parents/ guardians and the college, you can begin your placement. You will need to record your hours on the T-Level Industry Placement Time-sheet Booklet.

## WHO TO CONTACT?

### RIA FOSTER

Business Management  
Health  
Digital Design  
Media, Broadcast & Production

### ELLIE

CLARKE  
Construction  
(Electrical)

### SUE DEACON

Education &  
Early Years

### JOANNA

KNIGHT  
Engineering

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Here is an example e-mail you could send to an employer you are interested in:

Dear **(insert name)**,

I hope this message finds you well. My name is **XXX**, and I am currently enrolled in **(insert qualification and subject)** at Loughborough College. I am reaching out to express my interest in securing a 315 hour work placement for my T-Level course. As I delve into my studies, I am eager to gain practical insights and further develop my skills in **(insert industry)**.

During my research into local organisations, I came across your business **(insert name of organisation)**, and I must say, I was thoroughly impressed. In particular, **(insert 1 or 2 aspects from your research that resonated with you, such as new projects, industry reputation, or company values)**, stood out to me and piqued my curiosity.

I bring to the table (energy, hunger to learn and fresh perspective - what else can you bring? Make this original!). I am enthusiastic about the opportunity to contribute to your organisation and to learn from the wealth of knowledge and experience it offers.

I am available most likely during **(insert days/times you're free)** for the Industry Placement. Should you wish to discuss this further, please feel free to arrange a call or meeting at your convenience. I am eager to explore the possibility of working together.

Thank you for considering my email. I look forward to the opportunity to discuss how I can contribute to your team.  
Kind Regards,

**(insert your Name)**

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**Loughborough**  
COLLEGE est. 1909

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