

Industry placement funding

Guide for 16 to 19 providers completing the industry placement capacity and delivery fund (CDF) implementation plan for 2019 to 2020 academic year

July 2018

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# 1. Introduction

This implementation plan guidance is for providers wishing to receive a CDF allocation for 2019 to 2020 academic year (2019/20) for the first time.

**Providers that received CDF in 2018 to 2019 academic year (2018/19) do not need to complete a new implementation plan. These providers are required to complete monitoring reports, the** [**guidance**](https://www.gov.uk/guidance/industry-placements-capacity-and-delivery-fund-cdf-for-2019-to-2020-for-providers-not-in-receipt-of-cdf-in-2018-to-2019-academic-year) **for which can be found on GOV.UK.**

To receive an allocation for the Capacity and Delivery Fund (CDF) all eligible providers must opt in by completing and submitting a 3-year implementation plan. In this plan, providers will be asked to describe how the funding will be used to build capacity and deliver industry placements. The implementation plan must be completed and returned by 21 September 2018 via an on-line survey.

Information on how we [have identified the providers eligible for CDF funding](https://www.gov.uk/guidance/work-placements-capacity-and-delivery-fund-from-april-2018-to-july-2019), the [high level principles that you should adopt for the industry placements](https://www.gov.uk/guidance/work-placement-capacity-and-delivery-fund-principles-for-high-quality-work-placements) you will be delivering with the funding, and the timing options for delivery are available on GOV.UK.

Based on the experience and learning from the Industry Placement Pilot Scheme, which is running throughout academic year 2017/18, The Challenge, on behalf of the Department, have created resources for post-16 education providers and employers. These resources will be particularly useful to you as a provider, delivering industry placements in 2019/20 for the first time, using funding from the CDF. [The resources can be found on the AoC website](https://www.aoc.co.uk/teaching-and-learning/t-level/industry-placements-guidance-resources) and we advise you to refer to these resources when completing your implementation plan.

We strongly advise that you read this guidance before completing the implementation plan template and have a copy with you when you complete your plan.

**Future funding rounds**

This is the second round of funding, the first was for [delivery in 2018/19](https://www.gov.uk/guidance/work-placements-capacity-and-delivery-fund-from-april-2018-to-july-2019#context). The approach to further application rounds for CDF funding for industry placements beyond the 2019/20 academic year has not yet been decided. We strongly advise that providers wishing to deliver T Levels at any time in the future apply for CDF in this round. This will enable them to invest in the capacity and capability to deliver Industry placements as part of T Levels in future.

# How to complete the implementation plan template:

Completed implementation plans should demonstrate how you would make the best use of the funds you are allocated, by building capacity to enhance delivery and engage with employers. You will need to identify your short and medium term plans for building capacity as well as the number of industry placements you will arrange for your students, and how many additional substantial industry placements this funding would help you to arrange. You will also need to explain how this additional funding will lead to high quality industry placements for students, how you will ensure that these industry placements [adhere to the principles](https://www.gov.uk/guidance/work-placement-capacity-and-delivery-fund-principles-for-high-quality-work-placements) set out in the attached link, and how you will collaborate locally with other providers to support overall delivery of industry placements.

The relevant sections must be answered fully. Text box responses are limited to a maximum of 300 words per question.

If your implementation plan is assessed as incomplete, we will ask you to re-submit a revised plan. We will inform you of which questions you need to give us more detail in, or to improve upon, and will set a revised submission date (giving approximately 3 weeks). If you miss this deadline or fail to provide the detail requested then you will not receive a CDF allocation for 2019/20.

You can save your implementation plan to complete later; it does not have to be completed in one visit. We recommend you save and print a copy of your Implementation plan for your reference before submitting it.

If you are opting out, we ask you to notify us via the survey and provide a brief explanation as to why, which will then assist us with future planning.

Please note – depending on the answer to some questions, the survey mechanism will create new question numbers. Therefore, the question numbers in the survey may be different to the paragraph numbers in this guidance. This is a feature of the survey, which is outside of our control.

## Implementation plan template for all providers

All providers must complete sections 1 to 5. All fields are compulsory, should any field not be completed your plan will be assessed as incomplete.

## Additional questions for providers with an Ofsted grade of requires improvement only

All providers with an Ofsted grade on Requires Improvement must also complete section 6. Providers with an Ofsted grade of requires improvement are asked to complete the additional section to satisfy the Department that the quality aspects of industry placement delivery has been fully considered in drawing up your implementation plan.

**Forthcoming mergers or provider name change**

You need to tell us if there are any forthcoming mergers or other provider changes that will affect the delivery of your CDF in 2019/20. Please indicate clearly if your implementation plan is submitted on behalf of an individual provider or if in the case of a merger 2 or more providers that will be merged before the CDF is delivered.

# Guidance notes – completing provider details and the implementation plan template

## Section 1 - Provider details

The information contained within these questions is mandatory, as it will enable us to identify you and contact the key person or deputy if needed.

**1. Provider name:**

Please include the full name as stated in your funding agreement or your allocations letter. It is important that you use the same provider name contained within your agreement or letter so that we can identify you correctly.

Any forthcoming mergers or other provider changes

If you are planning to merge with another provider or you have recently merged, include who you have/or are planning to merge with and if your current name will be changing.

**2. Provider address:**

Please list your full address including your postcode and a link to your website (if applicable).

**3. Provider UPIN:**

Please confirm your correct UPIN in this text box using the UPIN stated on your funding agreement or allocations statement.

**4. Provider UKPRN:**

Please confirm your correct UKPRN in this text box using the UKPRN stated on your funding agreement or allocations statement.

**5. Provider type:**

Please use the dropdown box to choose one of the provider types.

* Academies
* City Technology College
* Free School
* Agricultural & Horticultural College
* Art & Design College
* General FE and Tertiary
* Higher Education Provider
* Independent Learning Provider
* Independent Specialist Provider
* Local Authority
* Other
* LA Maintained School Sixth Form
* Sixth Form College
* Specialist
* Studio School
* University Technology College

**6/7. Key contact details**

Please provide details of 2 key contacts we could contact if needed.

Complete each field to include name, job title, telephone number and email address

**Key contact 1:**

Name:

* Job title:
* Telephone number:
* Email address:

**Key contact 2:**

Name:

* Job title:
* Telephone number:
* Email address:

## Section 2 – Your Ofsted grade

**8. What is your current Ofsted grade?**

Please select one of the drop down options, it should be noted that providers with an Ofsted grade of Inadequate are not eligible to apply.

* Outstanding
* Good
* Requires Improvement

**9. What was the date of your most recent Ofsted inspection?**

Using the format below, please state the date of your most recent Ofsted inspection

**DD**/**MM**/**YYYY**

## Section 3 – Opting in/out

**10. Are you Opting in or out?**

Please use the drop down menu to confirm if you are opting in or opting out for this funding.

* Opting in
* Opting out

**11. If you are opting out please tell us why.**

If you choose to opt out, please state why you wish to opt out as this will aid our future planning and then click submit.

# Implementation plan questions to be answered by all providers

Guidance for completing the implementation plan should be read in conjunction with the [principles for high quality industry placements policy guide](https://www.gov.uk/guidance/work-placement-capacity-and-delivery-fund-principles-for-high-quality-work-placements). All providers are required to complete this section.

Please note – depending on the answer to some questions, the survey mechanism will create new question numbers. Therefore, the question numbers in the survey may be different to the paragraph numbers in this guidance. This is a feature of the survey, which is outside of our control.

## Section 4 - Questions for all providers

**12.** **What timing model will you be using?**

Referring to the Principles for Industry Placements, please select the timing/delivery model that most closely reflects your delivery pattern that you are planning to use most often for your students. If you have clicked "other", please explain your model in the text box provided.

* Day release placement (eg one or 2 days a week spread across the year)
* A single block placement (eg one continuous block)
* A short block followed by day release (eg a month placement followed by one or 2 days a week)
* Other, please explain your model in the text box

Other, please explain

**13. Please describe the type of industry placements you will deliver for 2019/20, which must follow the** [**key principles described in the guidance**](https://www.gov.uk/guidance/work-placement-capacity-and-delivery-fund-principles-for-high-quality-work-placements)**.**

Please use the text box below to describe the type of industry placements you will deliver for 2019 to 2020.

**14. Overall, what proportion of your budget allocation are planning to spend over the course of the year, on the following?**

Choose from the options, all those applicable indicating in the separate text box how much of your indicative funds you are planning to use for each as a percentage.

Using one or more of the options, please state which of the options you plan to commit spending to and the percentage of your allocation you plan to use as a percentage. For example, you may have committed to using 50% to employ a part time industry placement coordinator, 20% on purchasing new hardware, 10% on additional costs to support students with SEND and 20% on resource costs to prepare students for a placement. If you have not yet allocated all of your budget, please provider further information in the text box below as to what the unallocated funds will be used for and why.

* Employ a part-time industry placement coordinator(s)
* Employ a full time industry placement coordinator(s)
* Additional costs for existing staff
* Pay for students cost of industry placement such as, travel and subsistence
* Purchase work related clothing/PPE/equipment
* Purchase new software
* Purchase new hardware
* Contracting industry placements out to private providers
* Collaboration with other providers
* Additional costs to support students with SEND
* Resource costs to prepare students for placements
* Other please specify

Other, please specify

**15. Please describe how the deployment of this funding will be additional to your existing resource levels.**

For example, you might already have a member of staff responsible for work experience but need 3 more part time members of staff to deliver Industry placements

Please describe how the additional funds will purchase additional capacity and capability.

**16. Describe what policies and processes you have or will have in place to manage, monitor and record progress of industry placements.**

Describe what current processes you have in place and how you will build on these to ensure that a student’s learning aims are recorded, managed and met and how such processes will help lead to a successful industry placement.

**17. Using the drop down options what additional staffing will this funding enable you to put in place over and above existing resources (for example you may decide to employ a full time Industry Placement coordinator)?**

* 1 part time industry co-ordinator
* 1 full time industry co-ordinator
* More than 1 part time co-ordinator
* More than 1 full time industry co-ordinator
* Other (please state)

**18. It is strongly advised that providers enter into collaborative agreements to achieve economies of scale - describe how you will collaborate with other local providers to ensure high quality industry placements are delivered.**

Collaborating with local providers could be key to successful industry placement delivery by sharing resources, information and being supportive. You should set out in your Implementation Plan, how you plan to engage with other local providers or other organisations.

**19.** **What links do you have/or plan to build with local employers and how do you plan to build on these relationships?**

In the context of the question above about collaboration, how do you plan to engage with local employers?

**20. Over the next 3 years, how will you build up coverage of industry placements for vocational students – including those on T-Levels when these are introduced?**

We accept that this is stretching. That is why we have introduced this fund now. For your information, you can find [further information on the introduction on T Levels](https://www.gov.uk/government/publications/introduction-of-t-levels/introduction-of-t-levels) on GOV.UK.

**21. What barriers do you anticipate in implementing industry placements and how will you overcome these?**

Please state what barriers you may face as a provider, for example, engaging students into industry placements or engaging employers. How do you plan to overcome these barriers?

**22. How will you ensure that industry placements are undertaken in the students’ chosen occupational specialism now and in the future?**

What policies or processes do you have in place to ensure that industry placements are undertaken in each student’s specialism?

**23. Please describe the procedures you have in place for monitoring students on placements and recording and managing any issues that may arise with either the employer or student during the industry placement, including complying with your responsibilities for student health and safety and safeguarding.**

Record here the support mechanisms you have in place or will put in place to combat any issues that may arise during the industry placement between the student, employer and the provider.

**24. Referring to the principles of industry placements set out in the guidance, how many industry placements of a similar nature will you have arranged to this standard in 2018 to 2019 academic year across your existing cohort**?

This is for ESFA to gauge what your starting point/experience is in delivering extended and industry specific placements. Here, you should record how many substantial industry placements you have already arranged for 2018/19 academic year (that is, pre CDF).

**25. What is your expected number of filled placements for the 2019 to 2020 academic year, in line with 20% of all qualifying students on level 2 and level 3 study programmes?**

You should now be aware that T Levels will be at Level 3 and we have advised that providers should give priority to level 3 students. Please state the number of industry placements you realistically plan to start delivering in 2019/20, for example you may be planning on delivering 50 level 3 industry placements and 25 level 2 placements with a total of 75 by the end of the academic year.

|  |  |
| --- | --- |
|  | **Number of CDF industry placements anticipated to deliver in 2019/20** |
| **Level 2 Students** | 25 |
| **Level 3 students** | 50 |
| **Total** | 75 |

**26. How confident are you on a scale of 1 to 10, that you will deliver against this expectation? (1 being low confidence, 10 being high confidence)?**

On a scale of 1-10, please detail your confidence level of delivering industry placements against your target. Use 1 for little or no confidence and 10 extremely confident.

**27. How will you encourage students to be motivated about the opportunity for a substantial industry placement?**

Describe here how you plan to “sell” industry placements to students to help engage and retain their interests?

## Section 5 – Your Ofsted grade

**28. What is your current Ofsted grade?**

Please select one of the drop down options

* Outstanding
* Good
* Requires Improvement – if you select this option you will be re-directed to section 6

If you have a published Ofsted grade of inadequate or you do not have a published Ofsted grade you are not eligible to apply for CDF in this round.

**We expect that all implementation plans have been agreed and signed off by the Accounting Officer to confirm the details in your plan form are a true reflection of your circumstances and plans.**

**By submitting this implementation plan you are confirming that your Accounting Officer has agreed and signed it off.**

You have now come to the end of the questions. Please click submit and remember to save a copy of your form.

If you have an Ofsted grade of requires improvement the survey will take you to section 6.

# Additional questions for providers with an Ofsted grade of requires improvement only

Providers that have a published Ofsted grade of Requires Improvement at 1st September 2018 must also complete section 6.

## Section 6 – Additional questions

**29. In line with the principles set out in the factsheet, how will the additional funding help lead to a better quality of industry placements and how will you quality assure the industry placements to ensure you will generate better outcomes for students?**

You should record here how the additional funding could lead to a better quality industry placements - generating better outcomes for students. Industry placements should be sector specific for the industry the student wishes to progress in. How will you include the objective of the industry placement and the required outcome into the student’s individual learning plan for the study programme for both new students and continuing students?

**30. Referring to the policy guidance on the key responsibilities and the delivery of high quality placements, how will you identify if industry placement students have achieved their placement aims and objectives?**

It is vital that students/employers are aware of what is expected of them during the industry placement and we expect that all industry placement students will have clear objectives set at the beginning and that the employer will report on. We will expect the provider to keep a record based on the reporting they get from the student and employer, to show that the student has been monitored during their industry placement, this could be based on conversations or visits.

**31. Please set out in bullet points the short-term actions (over the next 12 months) that you will take to ensure the best use of the funds allocated to you.**

For example, in this case, you may wish to use the funds to help you employ an industry placement coordinator or to create and maintain an employer breakfast forum.

**32. What are your initial medium term plans over the coming 2 to 3 years to ensure that you are able to deliver industry placements to all technical students by 2023?**

For example, in this case, you may use some of the funds to help you employ industry placement coordinators in other sectors, invest in employer networks or introduce an on line application process.

**33. A student’s industry placement aims should be are SMART (specific, measurable, attainable, realistic and time bound) and should be linked to the subject the student is studying. Please describe how you will ensure that the student’s aims have been clearly identified and are SMART?**

Both the student and employer alongside the provider should draft and agree the aims relating to the industry placement. The aims should incorporate the employer’s needs as well as the student’s aims. This objective should be SMART. Both the employer and the student should have a copy each and the aims need to be revisited throughout the duration of the industry placement to ensure that the student is meeting their aims and the employer’s expectations are being met.

**34. Have you had an improvement visit from Ofsted and what was the outcome?**

Using one of the drop down options; can you confirm if you have had a visit or one is planned.

* Yes
* No
* A visit has been planned

**35. If you answered yes to the question above, please complete the table below to show what progress you have made in the following 5 areas.**

What progress judgement has been confirmed by Ofsted following their monitoring visit, place an “x” in the relevant box for each of the 5 areas or under N/A if not applicable. If you are a sixth form and Ofsted have judged that you are not making sufficient progress towards becoming a good school, then place an “x” in “overall effectiveness-insufficient progress”.

* Overall effectiveness
* Effectiveness of leadership
* Quality of teaching, learning and assessment
* Personal development, behaviour and welfare
* Outcome of students

|  |  |  |  |
| --- | --- | --- | --- |
| **Ofsted area for improvement criteria** | **Significant Progress** | **Reasonable progress** | **Insufficient progress** |
| Overall Effectiveness |  |  | **x** |
| Effectiveness of leadership |  | **x** |  |
| Quality of teaching, learning and assessment | **x** |  |  |
| Personal development, behaviour and welfare | **x** |  |  |
| Outcome of students |  | **x** |  |

**36. Date of visit:**

Using the date format DD/MM/YYYY please record the date of this visit.

**37. What progress have you made in the following 4 areas to help move your grade from “requires improvement” to “good”?**

Overall, please describe what progress has been made in the following 4 areas to assist you from moving out of Requires Improvement:

a. Effectiveness of leadership

b. Quality of teaching, learning and assessment

c. Personal development, behaviour and welfare

d. Outcome of students

**You have now come to the end of all the questions.**

We expect that all implementation plans will have been agreed and signed off by the Accounting Officer to confirm the details in your plan are a true reflection of your circumstances and plans.

**By submitting this implementation plan you are confirming that your Accounting Officer has agreed and signed it off.**

**Please click submit, and we advise you print and save a copy of your monitoring form.**

# Progress reports

## Progress report to be completed by 1 October 2019

We will contact you to ask you what progress you have made on implementing your plan. The deadline for submitting a completed progress report is midnight on 1 October 2019.

## Termly progress report - to be completed in February and June 2020

We will contact you during 2019 and 2020 to ask you what further progress you have made on implementing your plan. The deadlines for submitting completed progress reports is midnight on 1 February 2020 and 1 June 2020.

# Next steps

Once you have completed your implementation plan and returned it back to us, the Department will review your plan. If your plan is assessed as incomplete, we will contact you with further guidance and a date by which you need to re-submit the plan.

We will contact you in December at the latest to confirm the outcome of this process.

## Returning your implementation plan

Completed plans should be returned to us by midnight on **21 September 2018** by completing the on-line survey.

## Further guidance

If you have questions please complete the [ESFA on line enquiry form](https://form.education.gov.uk/fillform.php?self=1&form_id=HR41uA2F8Dh&type=form&ShowMsg=1&form_name=Knowledge+centre+enquiry+form&noRegister=false&ret=%2Fmodule%2Fservices&noLoginPrompt=1)

# Timescales

To ensure funding is allocated accurately and on time, we have set out below the key dates for allocating industry placement funding:

| **Date** | **Action** |
| --- | --- |
| July 2018 | Guidance published |
| 21 September 2018 | Implementation plans submitted by providers |
| October 2018 | The implementation plans are reviewed |
| November 2018 | Notify providers with incomplete plans to resubmit by a new deadline and notify providers with a complete plan |
| December 2018 | Final deadline for resubmitted implementation plans back to the ESFA |
| January 2019 | Re-submitted plans reviewed |
| Early February 2019 | Notify successful providers of outcome of their revised plan |
| End February 2019 | Final allocation amounts for each provider calculated |
| March 2019 | Write to providers confirming allocations |
| March 2019 | Providers build the industry placement funding offer into their funding strategies |
| August/September 2019 | Payments start |
| I October 2019 | First monitoring report submitted |
| 1 February 2020 | Second monitoring report submitted |
| 1 June 2020 | Third monitoring report submitted |



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