

Your T Level provider pre-delivery checklist

Take a look at the below checklist to help you keep track of the key actions you'll need to complete in the lead-up to your T Level delivery. While this checklist doesn't include all of the activities that you'll be required to action, it provides useful guidance for your preparations.

Utilise NCFE's support	<p>Set up regular meetings with your NCFE T Level Account Executive for support and guidance. You can also set up a Q&A call with our Sector Managers or Subject Specialists, and be sure to keep an eye out for our upcoming T Level events.</p> <p>Ensure you're signed up to receive our monthly T Level provider ebulletin. This is the primary channel for receiving updates and guidance relevant to your T Level delivery. If you aren't already signed up, speak to your T Level Account Executive who can support you with this.</p>
Review resources (staff and physical)	<p>Management at your centre has the responsibility to make sure that appropriate time and resources (staffing and physical) are allocated to support the qualification delivery and review. It's important that staff are familiar with the assessment criteria and have access to the required resources stated within the qualification specification for the Occupational Specialism being delivered. For support, please review the relevant qualification specification on our website.</p>
Use of third-party supplier	<p>If you wish to allow a third party (for example a training provider or satellite centre) to deliver any part of the T Level qualification including assessments, the approved provider must seek written agreement from NCFE before it is approved.</p>
Establish CPD needs	<p>We recommend that you assess any CPD needs of staff following recommendations set out in the qualification specifications. The Education and Training Foundation website may also be useful.</p>
Staff training	<p>Devise and implement your staff training plan. As part of this, we recommend internal T Level meetings. You should also refer to our webinars which you will find in our provider hub.</p>
Engage with parents and students	<p>Work with your marketing team to develop student recruitment campaigns for T Levels, utilising engagement materials developed by NCFE and IfATE.</p>
Consider student progression	<p>Establish a plan for how you'll support students to progress to university or into the workplace following completion. You can speak to your NCFE T Level Account Executive about our stakeholder engagement that will support this.</p>
Plan routeways	<p>Various subjects and pathways are available for delivery, with more launching in September 2023. Speak with your NCFE T Level Account Executive or visit the gov.uk website for more information.</p>

Agree preferred entry requirements	It's important to set your preferred entry requirements for T Levels. For example, English and maths Grade 4 as an entry requirement has been adopted by many current T Level providers. If you need support with initial and diagnostic assessments, take a look at our skills assessment tools and resources .
Plan your delivery model	Plan your delivery model and ensure you have the ability to monitor placement hours, as this is a key part of T Levels. Take a look at the industry placement delivery guidance from the DfE .
Access resources and scheme of work	These are available via our website and the NCFE portal.
Familiarise yourself with key dates	This includes cut off dates for exams and registrations. A schedule of key dates can be accessed on our provider hub .
Gain approval	You can find the TQ approval report, criteria and guidance on how to prepare for TQ approval on our website . Our communications will confirm approval dates and the process.
Gain access to the NCFE Portal	If you're already an existing NCFE customer, you can get access to the NCFE Portal via your exams team. Otherwise, you can contact your T Level Account Executive once you've gained the necessary approval to grant you access. If required, they'll also provide you with training and guidance on using the Portal.
Registration and occupational specialism bookings	Keep a look out for communications from us on the cut-off dates for registering your students.

Your dedicated T Level Account Executive is on hand to answer any questions you might have on this checklist or regarding your wider T Level delivery. In addition, our [T Level provider area](#) is full of useful resources to support your delivery preparation.

Document information

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Owner: NCFE T Level Partnership Manager

Change History Record

This section summarises the changes to this document since the last version.

Version	Description of change	Date of Issue
1.0	Published version	March 2021
1.1	NCFE brand update and additional content added	September 2021
2.0	Template update and wording changes	February 2023