



Department
for Education

T Level Industry Placements Employer Incentive Fund

Funding Rules

May 2021

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Expiry or review date

This document will expire by August 2022.

Introduction

1. The Secretary of State (the Education and Skills Funding Agency on behalf of the Secretary of State, referred to within these rules as “the Department”) has agreed to fund an employer incentive fund, to offer payment to employers (“Employers”) who are delivering Industry Placements for Wave 1 and 2 T Level learners and start between 27 May 2021 and 31 July 2022. It is the responsibility of T Level providers to arrange T Level Industry Placements with suitable employers in the relevant occupational areas for their learners.

2. Experience to date has shown that Employers are in many instances unwilling to undertake industry placements because of the additional costs of organising them and training their staff to train the Learners that would be taking on. The Covid-19 pandemic has also affected employers’ willingness to offer industry placements in the 2020/21 academic year. This temporary incentive scheme has been set up to support the delivery of T Level placements.

3. All T Level providers are eligible for the additional funding if they have an agreement with the Department for the provision of 16-19 education and training and are delivering T Levels in either the 2020/21 or 2021/22 academic year, under that agreement. The additional funding is exclusively for providers to pay an incentive payment to eligible and suitable Employers, for delivery of an industry placement and must not be used to pay for providers’ own costs.

4. These rules set out the requirements under which we have agreed to allocate additional funding under the T Level Industry Placement Employer Incentive Fund to providers in addition to funding providers will already be in receipt of for the delivery of T Levels under their existing agreement with the Department.

5. This document forms part of the terms and conditions of the agreement that providers have with the Department and you must read and operate them in conjunction with that agreement. Any breach of these of rules represents a breach of condition of your agreement with the Department.

Definitions

In these rules:

“Additional Funding” means any and all additional funding that providers receive from the T Level Industry Placement Employer Incentive fund for 2020/21 and 2021/22 academic year pursuant to these rules;

“Data Tracking Tool” means an online tool designed and developed by the Department to monitor the allocation, distribution, spending and management of the Additional Funding by the provider and Employers, to recover any misuse or underspend and to provide data to the Department for evaluation purposes;

“Employer” means a company or other organisation with which the provider has entered into an agreement under which it will provide a T Level Industry Placement to one or more Qualifying Learners studying on a T Level programme;

“Incentive Payment” means a single payment of £1,000 paid to an Employer for delivering a T Level Industry Placement which commences between 27 May 2021 and 31 July 2022.

“Personal Data” means any information that relates to an identified or identifiable living individual;

“Qualifying Learner” means a learner enrolled on a T Level programme in either the 2020/21 or 2021/22 academic year, for whom the Employer has agreed with the provider to provide an Industry Placement;

“T Level Industry Placement” means a placement which is delivered as part of a T Level programme, and which adheres to the principles as set out in the [Industry Placement Delivery Guidance](#);

“T Level Industry Placement Employer Incentive Fund” means a separate funding stream available to eligible providers for distribution to Employers who deliver a T Level Industry Placement which starts between 27 May 2021 and 31 July 2022.

Eligibility and Provider Responsibilities

6. Additional Funding must be used only to make an Incentive Payment to Employers.
7. A single Employer can be paid for a maximum of twenty (20) learners from any single region, at a rate of £1,000 per learner.
8. The region that a learner is from is determined by the region in which the Provider at which they are studying is based. Providers can be based in one of the following regions:
 - East of England
 - East Midlands
 - London
 - North East
 - North West
 - South East
 - South West
 - West Midlands
 - Yorkshire and the Humber
9. Providers are responsible for identifying Employers and making the necessary arrangements with them to provide T Level Industry Placements. Providers may pay an Incentive Payment to an Employer where the learner is a Qualifying Learner at the time they commence the T Level Industry Placement and that:
 - 9.1. a start date for the T Level Industry Placement has been agreed and that start date is between 27 May 2021 and 31 July 2022 inclusive; and
 - 9.2. the Provider is satisfied that the T Level Industry Placement conforms to the principles set out in the guidance referred to in the [Industry Placements Delivery Guidance](#).

Principles of Funding

10. Failure to comply with these rules will be a breach of a provider's Agreement with the Department and will give the Department the ability to clawback funding.
11. Providers must not use any part of the Additional Funding:
 - 11.1. for any purpose other than the purpose of making an Incentive Payment of £1,000 to Employers for agreeing to deliver a T Level Industry Placement, with a commencement date between 27 May 2021 and 31 July 2022; and/or
 - 11.2. for the purpose of supporting the delivery of work experience, Apprenticeships or any other work-related training not meeting the requirements laid down by rules 6 to 9 above or the other requirements for payment laid down in these rules.
12. This requirement is without prejudice to a provider's right to use any other funding received under their T Level allocation for other permitted purposes, including any other T Level Industry Placement needs.

Compliance

13. As a requirement of receiving Additional Funding, providers must monitor the incentive payments they are making to Employers to satisfy themselves that they are complying with all the relevant requirements as set out in rules 6 to 9 above.
14. Providers must promptly account for and repay on demand any unspent Additional Funding to the Department when requested.

Employer Relationship

15. Employers may only receive funding only for delivering a T Level Industry Placement which starts not before 27 May 2021 and not after 31 July 2022.

16. Providers must, before offering an Employer any Additional Funding pursuant to this T Level Industry Placement Employer Incentive Fund, be satisfied that the employer is making a genuine offer of a T Level Industry Placement which will adhere to the principles set out in the [Industry Placement Delivery Guidance](#).

17. Providers must, before making any payment to an Employer, arrange for an employer declaration form to be signed by the Provider and by a director or equivalent senior office holder of the Employer duly authorised to sign. The employer declaration form must include:

17.1. details of the Employer, including their registered company name;

17.2. details of the learner attending the T Level Industry Placement;

17.3. the start date of the placement (which must be between the dates set out in Rule 9.1);

17.4. confirmation that the Employer has not previously received more than 19 incentive payments from the Provider or other Providers based in the same region;

17.5. an undertaking that the Employer will deliver a T Level Industry Placement complying with the terms of the Industry Placement Delivery Guidance;

17.6. confirmation that to the best of the Employer and Provider's knowledge and belief the details given in the form are true, complete and accurate and that funding received will not be misappropriated or otherwise misused; an undertaking to repay unspent or misused funds on demand to the Department;

17.7. an indication of whether the incentive payment factored into the Employer's decision to offer placements; and

17.8. an indication of whether the Employer is happy for the Department to contact them in connection with evaluation of the scheme.

18. The employer declaration form must be uploaded onto the Industry Placement Employer Incentive Data Tracking Tool hosted by Gov.UK to record the details of each claim processed and a copy of the form must be uploaded.

19. Any employer may receive a maximum of £1,000 per Qualifying Learner with a maximum of twenty (20) Qualifying Learners from any given region (as set out in rule 7)

20. Except where rule 21 applies, where a T Level Industry Placement for a single learner is provided by more than one Employer, providers may pay the full incentive payment amount of £1,000 to each Employer, but to no more than two employers per learner. In such cases, a signed declaration form and separate submission entries onto the Data Tracking Tool will be required for each Employer. Providers must enter into separate contractual arrangements with each Employer to ensure compliance with these rules.

21. This rule applies where a T Level Industry Placement for a learner is provided by one lead Employer and the Supply Chain or Network model is used (as specified in Annex A of the [Industry Placement Delivery Guidance](#)). In this case only one incentive payment can be made to the lead employer, and no subsequent payments should be made to any Employer or organisation hosting part of that same T Level Industry Placement. It is the lead Employer's responsibility to arrange payment as they deem appropriate to any other Employer involved in that learner's T Level Industry Placement. If an Employer within the Supply Chain or Network delivers a T Level Industry Placement for a different learner which is part of a separate agreement with a Provider to that of the lead employer, they would qualify for an incentive payment.

22. Providers may make the payment before the placement commencement date. It is recommended that payment is as close to the placement start date as possible. We recommend that payments are made 15 working days after the employer claim (in the form of the employer declaration form) is received.

23. Providers must submit accurate and timely information onto the online Data Tracking Tool as set out below in the rules 27-33, for each Employer claim processed.

24. Providers must ensure that the Employer agreed to promptly repay the T Level Industry Placement Employer Incentive Fund on written demand if the Provider reasonably considers or suspects that the Employer has breached or may breach one or more of the requirements set out in these funding rules, or in the Provider's agreement with them.

25. Providers are responsible for monitoring the administration of funds provided to Employers and must recover and repay to the Department any Additional Funding that has not been used to fund employers for delivering a T Level Industry Placement or which otherwise fails to meet the requirements referred to in these rules;

26. Providers must require each Employer to assist them in providing relevant data and other information to the Department for any evaluation of the T Level Industry Placement Employer Incentive Fund.

Data Tracking Tool

27. Providers must provide information through the Data Tracking Tool throughout the 2020/21 and 2021/22 academic years to show how they have allocated funding.
28. Providers must submit accurate information and must keep the Data Tracking Tool up to date every 6 weeks, as per the specific dates listed in rule 36.
29. Providers must not provide information in arrears (from a previous 6 weekly block) except in cases where they have not yet paid the Employer to deliver T Level Industry Placements and are completing payment at a later date.
30. Where providers are paying an Employer at an agreed time, after the T Level Industry Placement has commenced, payment will need to be made to the Employer no later than 31 July 2022.
31. Providers must complete the Data Tracking Tool to show all the T Level Industry Placements that have been funded through the T Level Industry Placement Employer Incentive Fund no later than 31 July 2022.
32. Providers must ensure that the amount of Additional Funding agreed with the Employer, has been paid to the Employer before the details are submitted onto the Data Tracking Tool.
33. Providers may be required to provide data regarding payments received and paid out and certain other information relating to the T Level Industry Placement Employer Incentive Fund directly to the Department at the end of the T Level Industry Placement Employer Incentive Fund. Providers must make best efforts to obtain relevant data and certain other information from Employers to whom it has provided relevant funding. Providers must provide any such information as and when requested by the Department.

Monitoring of Data Received through the Data Tracking Tool

34. The Department will monitor and review the data submitted in the Data Tracking Tool to ensure that payments are made in accordance with the requirements set out in the signed declaration. For each claim processed Providers must input the following information on the Data Tracking Tool:

- 34.1. The name, size and location of the Employer
- 34.2. The number of Qualifying Learners per Employer
- 34.3. Each Qualifying Learner's ULN
- 34.4. The T Level programme being delivered
- 34.5. The Academic Year in which the Qualifying Learner commenced their T Level programme
- 34.6. The placement start date for each Qualifying Learner
- 34.7. Whether the incentive payment factored into the Employer's decision to offer placements (to be derived from the employer declaration form).

35. We recommend that providers submit data onto the Data Tracking Tool within 15 working days of making payments to Employers.

36. Providers must provide the information required by rule 34 for all funding that has been allocated to Employers by 17 September 2021, 29 October 2021, 10 December, 21 January 2022, 4 March 2022, 15 April 2022, 27 May 2022, 8 July 2022 and 12 August 2022.

37. Providers must ensure that the correct information, including a declaration form signed by both the Employer and Provider, has been entered onto the Data Tracking Tool. This data will be subject to a central audit of data received on a 6 weekly basis, as set out in rule 36 above.

38. The Department will recover underspend based on the information provided in the Data Tracking Tool. It is the responsibility of each individual provider to ensure this information is accurate and up to date in order for the Department to reconcile actual expenditure and calculate the correct amount of unspent funding to claw back in August 2022.

Value for Money

39. Providers must as far as reasonably possible administer all the Additional Funding that they receive from the T Level Industry Placement Employer Incentive Fund in a way that ensures:

- 39.1. value for money by ensuring that it supports the delivery of high-quality T Level Industry Placements for Learners that comply to the principles set out in the [Industry Placement Delivery Guidance](#); and
- 39.2. ensures the protection of public funds against misuse of misappropriation.

Recovery of Funds

40. The Department will seek return of unspent funds within 30 days of the end of the T Level Industry Placement Employer Incentive Fund, which is due to end on 31 July 2022.

Evaluation

41. The Department will monitor and review the data submitted on the Data Tracking Tool to carry out an evaluation to understand the impact of the funds on offering T Level Industry Placements.

42. Providers may be required to provide additional information to the Department at the end of the T Level Industry Placement Employer Incentive Fund to inform the evaluation.

43. Employers will be asked on the Declaration Form if they are happy for the Department to contact them with regards to the evaluation, and will also be asked to provide an email address. Employers should state on the Declaration Form if they are content to be contacted.

Data protection and protection of personal data

44. Providers will not transfer Personal Data, except as required by these rules, unless the prior written consent of the Department has been obtained.

45. Providers must notify the Department immediately if they consider that any action that they may be required to take under the rules set out above infringes the Data Protection Legislation.

46. Providers must take all reasonable steps to ensure the reliability and integrity of any personnel who have access to the Personal Data and ensure that those personnel are informed of the confidential nature of the Personal Data and do not publish, disclose or divulge any of the Personal Data to any third Party.



Department
for Education

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