



INDIVIDUAL TRAINING NEEDS ANALYSIS (ITNA)

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EAST, SOUTH EAST AND LONDON

10/02/2021

TODAY

- 01 ABOUT THE ETF**
- 02 WHAT IS A T LEVEL**
- 03 WHAT IS THE ITNA?**
- 04 COMPLETING THE ITNA**
- 05 QUESTIONS**

01

ABOUT THE ETF

THE EDUCATION AND TRAINING FOUNDATION



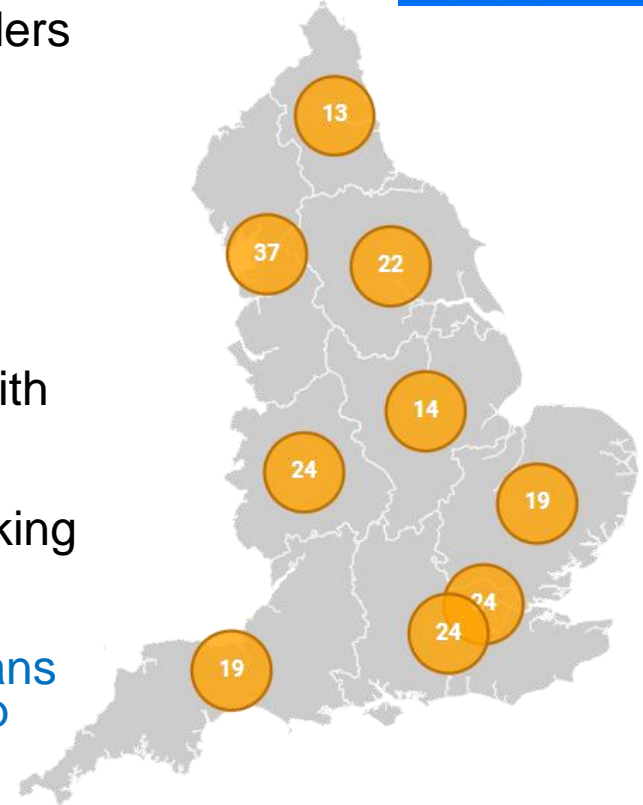
- The expert body for professional development and standards in Further Education (FE) and Training in England.
- Committed to supporting learning and aspiration for all FE learners.
- FE sector owned and led.
- Commissioned by the Department for Education (DfE) to run the T Level Professional Development (TLPD) offer, 2020-2025.

REGIONAL FACILITATORS

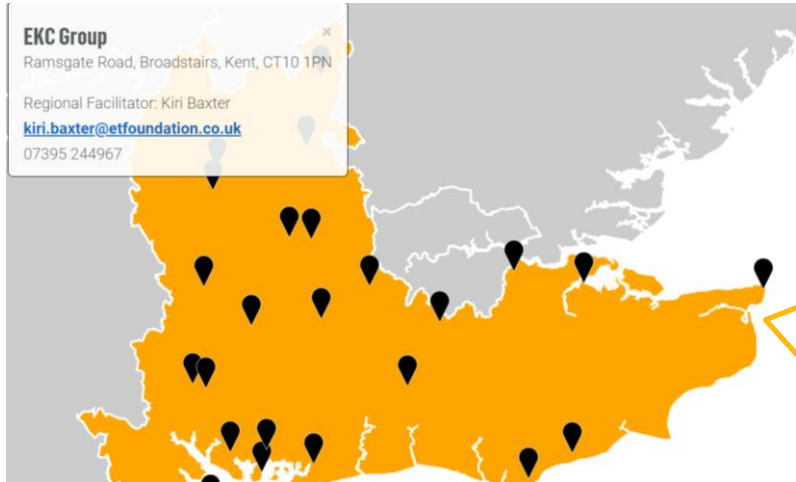
The Education and Training Foundation (ETF) has a team of Regional Facilitators (RFs) working to support providers delivering or planning to deliver T Levels

Role of Regional Facilitator

- Raise awareness of T Level qualifications
- Support the planning and delivery of T Levels with providers
- Signpost providers to relevant CPD and networking opportunities
- Support providers in their **CPD development plans for T Levels** and **wider workforce and leadership development**



T LEVELS IN KENT



Kent

Wave 2: 21/22 academic year: Mid Kent and East Kent College Group

Wave 3: 22/23 academic year: North Kent

WHAT WOULD YOU LIKE TO GAIN FROM TODAY'S SESSION?



Please do put any specific questions that you may have in the chat.



Throughout today we will also monitor the chat function, if you have any questions or comments, please do leave them here throughout the session.

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WHAT IS A T LEVEL

GO TO [WWW.MENTI.COM](https://www.menti.com) AND USE THE CODE **44 74 61 6**



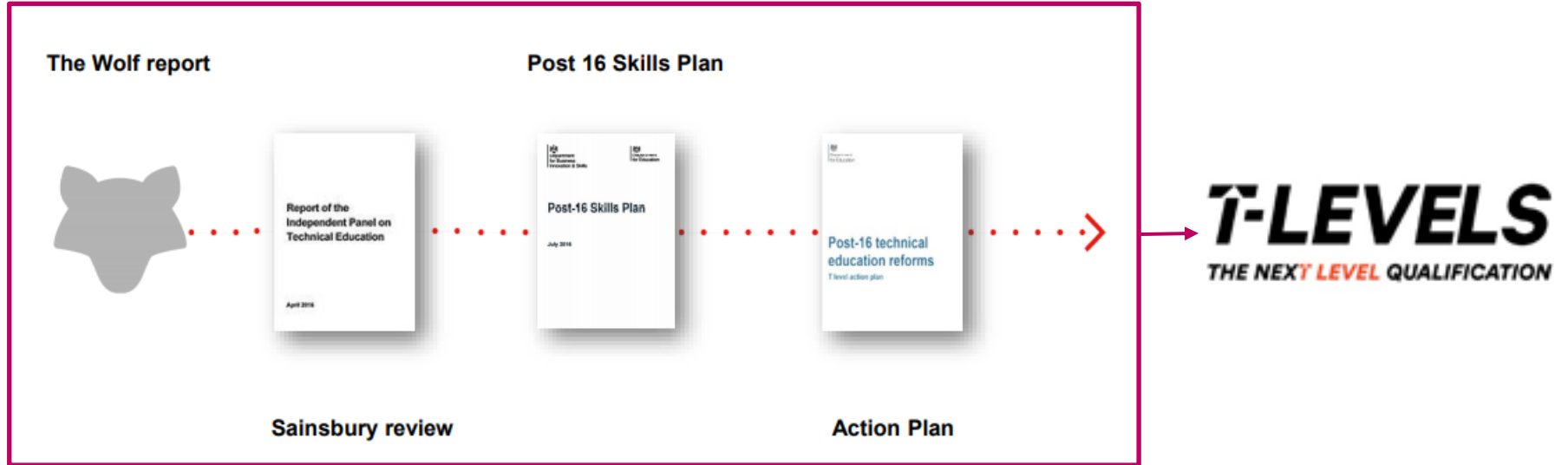
What year are you delivering T Levels?



What is your current understanding of T Levels?

1. I have a clear understanding of what a T Level
2. I know how to curriculum design and plan for T Level
3. I am confident on the differences between the level 3 qualification I currently run and a T Level

SAINSBURY REPORT – BACKGROUND FOR T LEVELS



CITY AND GUILDS (2017) T LEVELS - WHAT YOU NEED TO KNOW

T LEVELS

ACADEMIC

A Levels

Subject-based qualifications delivered over 2 years by school sixth-forms, sixth-form colleges and FE colleges

TECHNICAL

T Levels

Classroom based programmes delivered over 2 years by an FE provider
(80% in the classroom and 20% on-the-job)

Apprenticeships

Work based training for a minimum of 12 months
(80% on-the-job and 20% off-the-job)

T LEVEL PROGRAMME

2 years

<p>TECHNICAL QUALIFICATION (TQ)</p> <p>80% up to 1400 hours</p>	<p>CORE CONTENT</p> <ul style="list-style-type: none"> • Up to half the qualification • Knowledge and understanding of the concepts, theories and principles relevant to that sector • Assessed through an external examination and a substantial project 		<p>ENGLISH AND MATHS REQUIREMENTS</p> <ul style="list-style-type: none"> • Students required to achieve a Level 2 in English and maths • Either GCSE (grade 4 and above) or Level 2 Functional Skills (Pass)
	<p>OCCUPATIONAL SPECIALISM</p> <ul style="list-style-type: none"> • At least half of the qualification • Knowledge and skills required to enter employment in that occupational specialism • As close to full competence as possible • English, maths and digital competence integrated where relevant 		<p>ADDITIONAL MANDATORY REQUIREMENTS</p> <ul style="list-style-type: none"> • Occupation-specific requirements included where possible if essential to enter employment
<p>INDUSTRY PLACEMENT</p> <p>20% At least 315 hours</p>	<p>Technical Skills and Knowledge</p>	<p>Practical Skills for Employment</p>	<p>Meaningful Contribution to the Workplace</p>

T LEVELS

AOs
P Pearson
N NCFE
C City & Guilds

2020 delivery
2021 delivery
2022 delivery
2023 delivery

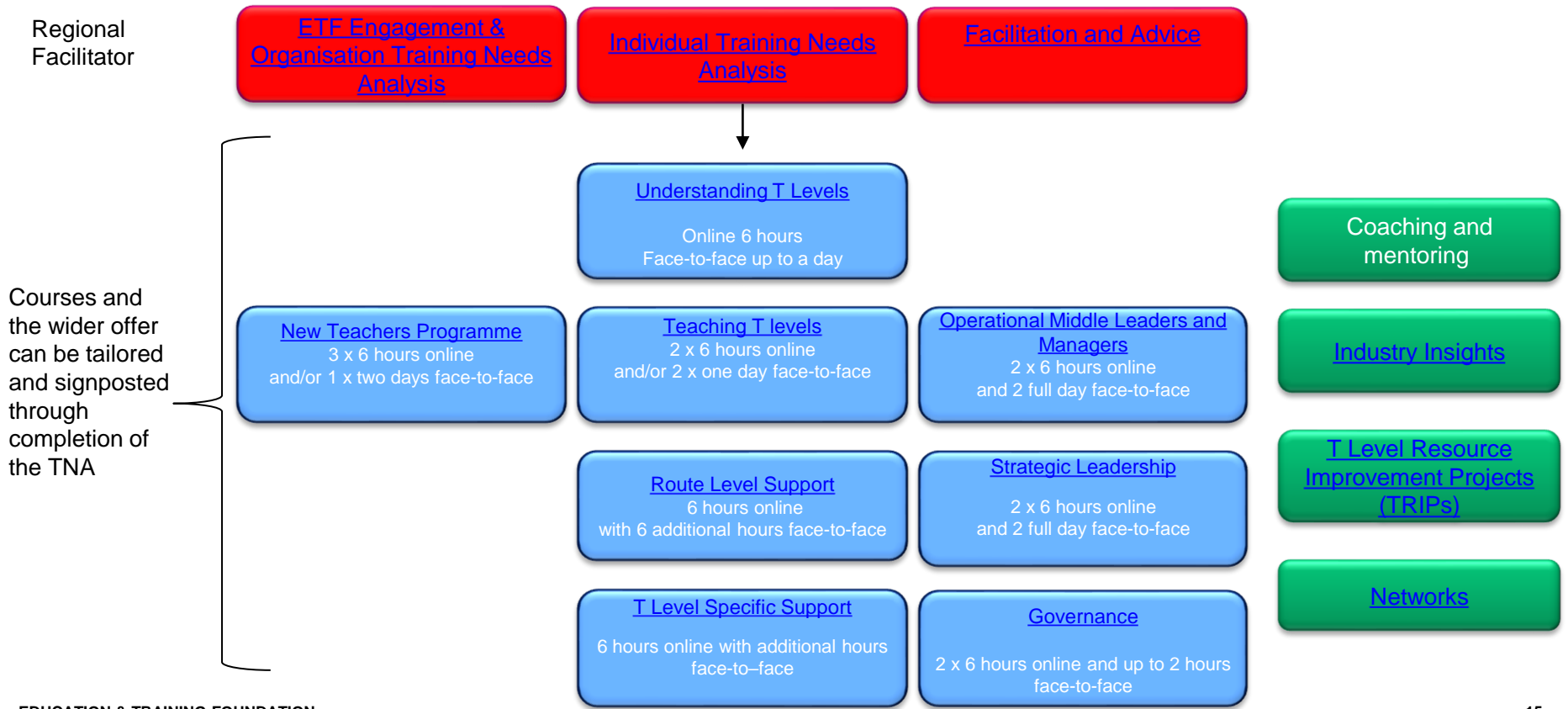
<i>AGRICULTURE, ENVIRONMENTAL AND ANIMAL CARE ROUTE</i>	<i>BUSINESS AND ADMINISTRATIVE ROUTE</i>	<i>CATERING AND HOSPITALITY ROUTE</i>	<i>CONSTRUCTION ROUTE</i>	<i>CREATIVE AND DESIGN ROUTE</i>
Agriculture, Land Management and Production	Human Resources	Catering	Building Services Engineering for Construction (C)	Craft and Design
Animal Care and Management	Management and Administration (C)		Design, Surveying and Planning for Construction (P)	Media, Broadcast and Production
			Onsite Construction (C)	

<i>DIGITAL ROUTE</i>	<i>EDUCATION AND CHILDCARE ROUTE</i>	<i>ENGINEERING & MANUFACTURING ROUTE</i>	<i>HAIR AND BEAUTY ROUTE</i>	<i>HEALTH AND SCIENCE ROUTE</i>	<i>LEGAL, FINANCE & ACCOUNTING ROUTE</i>
Digital Business Services (N)	Education and Childcare (N)	Design and Development for Engineering and Manufacturing (C)	Hair, Beauty and Aesthetics	Health (N)	Accounting (P)
Digital Production, Design and Development (P)		Maintenance, Installation and Repair for Engineering and Manufacturing (C)		Healthcare Science (N)	Finance (P)
Digital Support Services (N)		Engineering, Manufacturing, Processing and Control (C)		Science (N)	Legal

03

WHAT IS THE ITNA?

T LEVEL PROFESSIONAL DEVELOPMENT (TLPD)



ITNA: STRATEGIC BENEFITS

- **One Stop Shop** to commence or refine your T Level Planning
- **Holistic** approach encompassing participation at all levels from; Wider Support Services, Governors, Leaders, Teachers and Employers
- Can be **streamlined** into your Organisation's quality cycle and processes
- Tailors **bespoke** T Level CPD and activities to the individual

WHAT IS THE ITNA?

- Helps leaders, teachers and support staff to **identify specific gaps** in their own skills and knowledge around T Levels
- **Highlights priority areas of development**
- Provides a **tailored action plan**, advising on customised development and training courses
- **Empowers** practitioners to take ownership of their T Level development and teaching

04

COMPLETING THE ITNA

ACCESSING THE PROFESSIONAL DEVELOPMENT PLATFORM

Go to: <https://pdp.etfoundation.co.uk/>

CREATE AN ACCOUNT

Having an account on the Professional Development Platform means you can access a whole range of **TLPD resources**, **online courses** and ongoing **CPD**.

It also means your **Action Plan** will be stored and **recommended resources** saved to your profile

The screenshot shows the homepage of the Professional Development Platform. At the top left is the Education & Training Foundation logo. At the top right, it says 'PROFESSIONAL DEVELOPMENT PLATFORM' with contact information: 'For enquiries, please contact: bookingsupport@etfoundation.co.uk' and '0800 093 9111'. Below the logo is a 'HOME' button. The main heading reads 'WELCOME TO THE ETF T LEVEL PROFESSIONAL DEVELOPMENT PLATFORM.' Below this is a paragraph: 'This platform has been developed to support you on your T Level Professional Development (TLPD) journey - from your first exploration of a personal Training Needs Analysis, to your ongoing action plan. Everything the ETF offers related to T Levels can be found on this one site - including links to all our CPD, networks and wider resources, gathered in one place for ease of access.' To the right of this text are six small images showing various educational and professional development activities. Below the text is a green button that says 'CREATE YOUR ACCOUNT'. At the bottom left of the page, there is a 'LOGIN' button.

REGISTRATION FORM

- Enter **personal details**, **email** account for verification
- **Job title and role**
- **ESFA funded** – If yes, additional drop down for the provider (your college/school)

Are you employed in a publicly funded (ESFA) education provider that teaches 16-19 year olds in England? *

Yes No

Which provider do you work for / Which provider has recommended you undertake this Training Needs Analysis?

Look for an existing provider
 Enter provider details manually

Please select the provider that you work for from the list provided: if your provider is not listed, please select 'Enter provider details manually' and enter the provider's name, 'type' (school / general FE college etc) and region



EDUCATION & TRAINING FOUNDATION

HOME

CREATE YOUR ACCOUNT

First Name *

Last Name *

Email *

Job Title *

Job Role *

Are you employed in a publicly funded (ESFA) education provider that teaches 16-19 year olds in England? *

Yes No

Do you work part-time at more than one FE provider? *

Yes No

Where did you hear about this resource?

I would like to receive updates about T levels from the Education and Training Foundation.
 I would like to receive general updates from the Education and Training Foundation.
 I have read and accept the [ETF Privacy Policy](#) and [Terms of Usage](#) and the [T Level Professional Development Privacy Notice](#) *

CREATE YOUR ACCOUNT

TAKING IT FURTHER – YOUR PROFILE

Outline your **role**, your **experience** and the **T Levels** that you, or your provider, is undertaking

This will lead to an **Individual Training Needs Analysis** (ITNA). This will give you access to **targeted and tailored resources** based on your specific role and situation

This is useful as we currently have a bank of over 350 resources that you can access.

T LEVELS - YOUR PROFILE

Use this page to update your profile information. Changes to your profile may update the content of your TNA and action plan.

WHICH OF THE FOLLOWING BEST DESCRIBES YOUR ROLE?

- I am/will be teaching T Level learners
- I am a member of support staff and I am/will be working on T Levels in a learning support role
- I am a member of support staff and I am/will be working on T Levels in a business support role (eg. in IAG or employer engagement)
- I am a manager or leader in a Provider that is/will deliver T Levels
- I am a governor of a Provider that is/will deliver T Levels

WHICH OF THE FOLLOWING STATEMENT BEST DESCRIBES YOU?

TLPD2 offers a range of courses to support teachers with a variety of previous experience. This question will help us to direct you to the most suitable courses for you.

- I am new to teaching (by 'new' we mean that you'll usually have less than a year's teaching experience and / or you may not hold a recognised teaching qualification)
- I am an experienced teacher, but new to technical teaching (by 'technical teaching' we mean teaching that aims to develop learners' skills and competencies for progression to certain occupations)
- I am an experienced technical teacher

ON WHICH T LEVEL ROUTES WILL YOU TEACH?

- Education and Childcare
- Construction
- Digital
- Health and Science

WHICH HEALTH & SCIENCE COURSES YOU WILL TEACH?

Pick all that apply. Leave blank if currently unknown.

- Health
- Healthcare Science
- Science

WHICH SCIENCE OCCUPATIONAL SPECIALISMS YOU WILL TEACH?

Pick all that apply. Leave blank if currently unknown.

- Technical: Laboratory sciences
- Technical: Food sciences
- Technical: Animal sciences
- Technical: Metrology sciences

COMPLETING THE ITNA

START YOUR TNA NOW >>

The ITNA will now break down your role into **several sections**. Each section will contain a number of questions or statements where you will 'tick' or put **yourself on a scale**

It is the detail that is added to this section that will produce your **individualised CPD programme**, and **recommended resources, courses and activities**

T LEVELS - YOUR TRAINING NEEDS ANALYSIS (TNA)

This page lists the TNAs you have completed. From here you can access the recommendations or carry out another TNA. The content of the TNA is based on your profile and may change if you update it.

Understanding T Levels
Questions answered 0/12

Teaching
Role
Questions answered 0/4

EX
Role
Que

I have a good understanding of the technical educational reforms that generated T Levels *

1 2 3 4 5 6

(T
Role
Que

I have a good understanding of what makes T Levels different from other Level 3 qualifications *

1 2 3 4 5 6

(C
Role
Que

I have a good understanding of how T Levels are being rolled out, and of the support available to providers *

1 2 3 4 5 6

PROFESSIONAL DEVELOPMENT RECOMMENDATIONS

VIEW YOUR TNA FEEDBACK

Once you have completed the questionnaire for each element of the ITNA you will be signposted to **tailored CPD courses** based on your answers

For each relevant element of the TLPD offer suggestions will be categorised as:

- **Essential**
- **Recommended**
- **Revision**

TEACHING

Role

Essential ✓✓✓✓

Based on your answers, we think that the **Employer Partnerships and Industry Insights** course within TLPD will be most valuable to you

As a teacher, your ability to relate and re-contextualise 'real life' examples from industry and employment will be essential to successful T Level delivery. Understanding how successful employer partnerships are established and maintained, and how you can develop your industry insight and convey it to learners, will help you to deliver engaging and effective content.

EXPERIENCED TECHNICAL TEACHER

Role > Teaching > Teaching Sub-role

Recommended ✓✓

Having current, relevant industry knowledge is critical to successful T Level delivery. We recommend that you consider participating in our **Industry Insights** (which includes industry placements, work shadowing and workshops).

(T LEVEL ROUTE) DIGITAL

Role > Teaching > Teaching Sub-role > Experienced technical teacher > T Level Routes

The TLPD programme offers an introductory course for each T Level subject area. These courses consider higher-level issues around curriculum design, assessment, resourcing and structures that will support T Level delivery. They will also explore some of the core content to support your teaching. Based on your answers:

Recommended ✓✓

We recommend that you study the **Introducing the Digital Route** course which looks at the suite of Digital T Levels with a focus on: their common core, ways to maximise the benefit of learners' industry placements and how to support learners' career awareness and aspirations by providing relevant business contexts in the classroom.

RESOURCES

The Professional Development Platform will also provide you with a dedicated **resource bank** above and beyond the recommendations of the TNA

These will include:

- **TRIP's** case studies
- **Online courses**
- **Webinars**
- **Resources**

We are always adding to our Resource Bank. If you feel that you have something to share, a case study, or some exemplar resources please feed this through to your Regional Facilitator who will support you in sharing these on the Professional Development Platform

T LEVELS - YOUR RESOURCES

TNA RESOURCES ACTION PLAN YOUR PROFILE

Understanding T Levels 43

Marked as completed 0/43

DEVELOPING A RESEARCH INFORMED AND PEER SUPPORTED CPD PROGRAMME THAT ENHANCES TEACHERS AND TRAINERS KNOWLEDGE AND UNDERSTANDING OF PROBLEM-BASED LEARNING (PBL) PEDAGOGIES.

This TRIP case study focuses on developing a research informed and peer supported CPD programme that enhances teachers and trainers knowledge and understanding of Problem-Based Learning (PBL) pedagogies. As part of the project there is a clear emphasis on the requirement to design and create CPD activities to develop staff ability to design and embed English, maths and digital skills within T Level delivery. As the TRIP discusses the need for a wider approach to CPD planning across a provider, the TRIP is appropriate for teachers, leaders and support staff.

TLPD Research Mark as complete

DEVELOPING EFFECTIVE FORMATIVE ASSESSMENT METHODS FOR THE EDUCATION AND CHILDCARE T LEVEL

The TRIP case study focuses on the development of innovative assessment methods that reflect expected industry standards in Early Years and Childcare which will allow students to generate evidence of their core skills, and as such is of benefit to subject leaders and teaching staff. Specifically, this TRIP reviews assessment methods in addition to formal written practices that could be useful for formative assessment within the course design.

TLPD Research Mark as complete

YOUR RESOURCES

This page shows resources that match your profile.

SHOW ALL RESOURCES

Use the button below to see all available resources.





SEARCH ALL RESOURCES

ACTION PLAN

The final part of the ITNA is the **Action Plan**.

This is designed to be a **working document** for individuals to maintain as part of their CPD.

The Action Plan should be filled in following the completion of the ITNA, and then **returned to as courses are completed**

TNA  RESOURCES  **ACTION PLAN**  YOUR PROFILE 

YOUR ACTION PLAN

Knowledge: 'Based on what you have learned, what other skills or knowledge do you feel you need to acquire in the next twelve months?' What do you feel confident in, and do not want to explore further at this time?

Practice: What skills or techniques do you need to practice? How will you introduce these into your work? Is there any support you can seek from colleagues or a network that will help you to do this? Plan to make changes incrementally and not make your day to day activity harder as a result.

Action: How will you know if these plans are helping you? What action will you have taken in: Three months, Six months, Twelve months time (set one target for each deadline)?

EDIT YOUR ACTION PLAN PRINT YOUR ACTION PLAN

05

QUESTIONS

REGIONAL FACILITATORS:

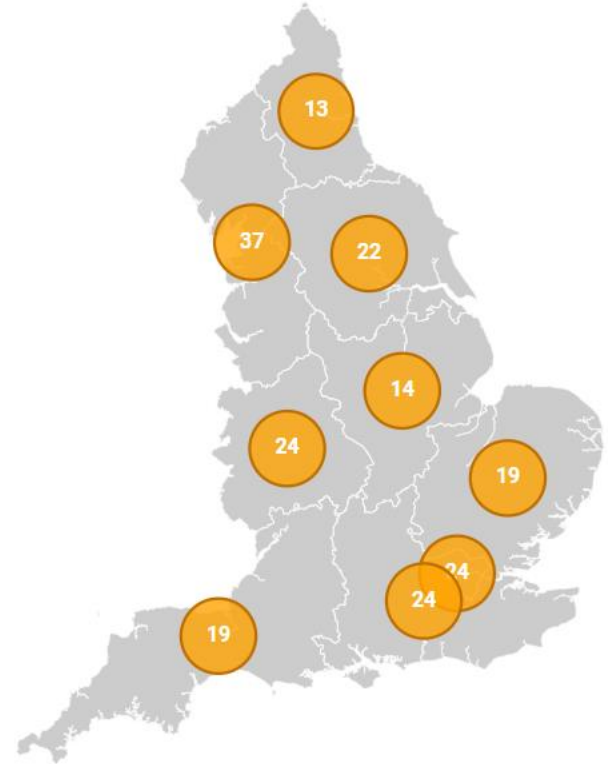
The Education and Training Foundation (ETF) has a team of Regional Facilitators (RFs), working to support providers with our T Level Professional Development offer.

The RFs can signpost providers and practitioners to the CPD activities that best suit your needs.

Click on the map to view the RFs nearest to you, along with their contact details.

More information and contact details are available via:

<https://www.et-foundation.co.uk/about-us/welcome-education-training-foundation/>



FEEDBACK



Please go to menti.com to leave feedback using the code: **27 80 79 4**

If you would like any further information regarding the ITNA or the TLPD please let us know.

KIRI BAXTER AND CLARE APPLEBY

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ETFUNDATION.CO.UK

**THANK YOU
ANY QUESTIONS?**