

MAY 2019

CALL FOR PROPOSALS

INDUSTRY PLACEMENTS: INTRODUCTORY TRAINING MODULE FOR
INDUSTRY BASED STUDENT MENTORS



GATSBY

BACKGROUND

- 1 From September 2020, T Levels – new technical qualifications for 16-18 year olds – will be introduced in England. The first T Levels will be for pathways from the technical education routes of construction, digital and education. Further pathways will be phased in from 2021 onwards. Background information about the development and introduction of T levels is given on the Department for Education (DfE) website: <https://www.gov.uk/government/publications/introduction-of-t-levels/introduction-of-t-levels>.
- 2 A critical part of a student's T Level programme is an industry placement lasting a minimum of 45 days. The placement will focus on developing practical and technical skills for occupations that individuals are working towards. Employers may offer placements as a block, day release or mix of models. Industry placements offer young people a strong foundation for their career progression. For employers, extended placements are an opportunity to identify and nurture potential future employees, thus improving recruitment for entry-level roles. Other benefits include developing the mentoring and management skills amongst existing staff. Further information for employers is available here: <https://www.gov.uk/guidance/industry-placements>.
- 3 Introducing industry placements will be a new step for some employers and their employees. The purpose of this project is to offer introductory mentor training for staff who have no or little recent experience of managing a young person new to their organisation. During 2016-2018, Gatsby undertook a series of international study visits looking at industry placement practice, and found that while the structure and approach varies, some training for industry placement mentors is usually available. The report is here: <https://www.gatsby.org.uk/education/latest/how-do-industry-placements-work-internationally-our-report>.
- 4 Gatsby has also supported work, led by Professor Andrew Hobson, to explore good mentor practice. The following report identifies effective employee mentoring and coaching practice noted across a range of private and public sector organisations: <http://www.gatsby.org.uk/uploads/education/reports/pdf/mentoring-across-the-professions-final300816.pdf>.

PURPOSE

- 5 This project will support the design, development, initial delivery and evaluation of an introductory online module for industry staff who will be overseeing a student's T Level placement. After completing the module staff should be aware of the expectations of the placement mentor role, and steps for supporting a student on placement.

INTRODUCTION

- 6 Proposals will demonstrate a sound understanding of T Level industry placements; the principles and practice of coaching for work-based learning; and have a clear plan for how the module material will be developed, trialled and evaluated.
- 7 The module should consider:
 - 7.1 Industry placement benefits for students and employers
 - 7.2 Structures and stages of an industry placement
 - 7.3 Setting objectives for a placement

- 7.4 Monitoring progress
 - 7.5 Practical skills for coaching
 - 7.6 Possible challenges and approaches to overcoming these
 - 7.7 Safeguarding considerations.
- 8 The module will focus on general principles applicable across all T Level pathways. However, we would expect material to incorporate resources tailored to each route where appropriate, for example, in a discussion regarding health and safety considerations, setting objectives, or acknowledging and addressing stereotypes. The first T Levels will be introduced from September 2020 and 2021 in the Construction, Digital, Education, and Health & Science routes.
- 9 Gatsby intends to establish an Advisory Group for the project, to provide expert guidance and contribute to quality assurance. Feedback from the group should be incorporated into the development of materials.

PROJECT BUDGET

- 10 The maximum budget for this project is £80,000. Funding will be made available as a grant, thus Gatsby does not anticipate this budget attracting VAT. However, applicants must make their own determination in this regard; the budget is the total amount available, including any applicable VAT.

TARGET AUDIENCE

- 11 The primary audience are employers who will be hosting industry placements for T Level students from 2020 and 2021. However, providers and employers are already working together to deliver placement opportunities for students, supported by DfE's Capacity and Delivery Fund. Therefore module development and feedback gathering can be undertaken before the first T Levels are delivered from September 2020. We would expect the proposed approaches for development, dissemination and evaluation of the module to take advantage of this early employer engagement.

SPECIFICATION

- 12 The activity will include:
- 12.1 Development of detailed content for an online introductory module
 - 12.2 Testing of the material with a sample group of employers
 - 12.3 Refining of the material and finalising module structure
 - 12.4 Roll-out and dissemination – relevant stakeholder groups and dissemination routes identified, and a communication and dissemination strategy developed in partnership with Gatsby's communication team
 - 12.5 Tracking use of the materials; gathering and evaluation of feedback; and further refinement of materials as appropriate
 - 12.6 The material will be reviewed by the project Advisory Group at key stages
 - 12.7 The modules will include text, video, and links to authoritative information provided by the DfE and other government departments and agencies
 - 12.8 The content may draw on video material already produced by Gatsby, and be enriched by additional material
- 13 We expect that the module will take an individual between 9 to 12 hours to complete. There is no requirement for the module to be accredited.

- 14 The module will be hosted on Gatsby's *Improving Technical Education* website, <https://www.improvingtechnicaleducation.org.uk>, and should be prepared to work within this platform. Design is required to follow the website's look and feel, such as that used for teacher education materials, <https://www.improvingtechnicaleducation.org.uk/teacher-education>.

TIMELINE

- 15 We anticipate that the project activity will run over two years. The following table outlines an indicative timeline, however we welcome discussion of alternates:

Timeline	Activity
May 2019	Call for proposals Advisory group established
July 2019	Grant awarded
August 2019- January 2020	Development and trial of materials
January 2020- February 2020	Finalisation of materials Development of dissemination strategy
March 2020- August 2020	Dissemination of materials Phase one: Tracking use of materials & evaluation of feedback; refinement of materials (if appropriate)
September 2020- July 2021	Phase two: Tracking use of updated materials & evaluation of feedback; refinement of materials (if appropriate)

APPLICATIONS

- 16 We would expect proposals to include the following information:

Organisation name

Organisation address

Lead contact name

Contact details

Any previous engagement with Gatsby and/or another Sainsbury Family Charitable Trust

Proposal

- Intended approach for development, trialling, dissemination, and evaluation
- Evidence of expertise in the field of coaching and mentoring
- Evidence of expertise in developing eLearning modules

Deliverables and milestones with detailed timeline (*Text, tables and/or diagrams*)

Project budget detailed against specific line items (*Financial years 1 April to 31 March*)

Risks and mitigation

How your organisation(s) will ensure compliance with current data protection legislation

Any specific terms and conditions that your organisation would wish to include in a project agreement

Key staff biographies

ELIGIBILITY

- 17 Proposals are sought from organisations with:
- 17.1 Strong understanding of work-based learning
 - 17.2 Expertise of coaching and mentoring principles and practice
 - 17.3 Expertise of development and delivery of eLearning modules
 - 17.4 Appropriate capacity to carry out the project.
- 18 A consortium of partner organisations may apply, in which case the proposal should make clear the lead organisation.

TERMS AND CONDITIONS

- 19 Gatsby will be sole owner of any inventions or creative works undertaken as part of the grant, and retains the copyright of any materials, data or information produced by organisations as part of this project.
- 20 Where an organisation incorporates or includes images, text, data or other information from one or more third parties in materials produced for Gatsby, they agree to obtain in writing all necessary and relevant permissions from the third parties prior to submission of the materials to Gatsby. Such permissions include, but are not limited to, those relating to copyright and intellectual property.
- 21 All documentation regarding proposals is regarded as confidential between the submitting organisation, Gatsby, and any external expertise that Gatsby chooses to draw upon for the purpose of reviewing proposals.
- 22 Gatsby will not be liable or pay for costs that may be incurred by organisations in the preparation and consideration of proposals.
- 23 Proposals received after the closing date and time may not be considered.

CONTACT

- 24 If you have any queries regarding this project, please contact:
Jenifer Burden or Natasha Watkinson
Email: jenifer.burden@gatsby.org.uk, natasha.watkinson@gatsby.org.uk
- 25 Further information regarding the work of the Gatsby's education team is available here: www.gatsby.org.uk/education/.

HOW TO APPLY

- 26 **Thank you for your interest in working with the Gatsby Charitable Foundation. Proposals should be sent by email to Faye Riley, faye.riley@gatsby.org.uk, by 11.00am, 25 June 2019.**