**Checklist - Practicalities and logistics of T Level industry placements**

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| **What to arrange** | **Examples** | **How to arrange them** |
| Partnerships | * Shared placements * Short periods with subcontractors * Lead times   Schedules |  |
| Work for students | * Projects   Breadth of experience |  |
| Onboarding | * Sign-on * Health and safety * Business processes, e.g. sales, support   Policies and procedures |  |
| Safeguarding | * Contact details * Office environment * Meetings outside work   Disclosure and barring service (DBS) checks |  |
| Pre-placement preparation | * Health checks   Training, e.g. handling substances |  |
| Formal/legal | * Contracts   Clearances |  |
| Capacity | * Space * Support |  |
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