

T-LEVELS



T Level Technical Qualifications T Level Service Portal

A guide to support Providers using the T Level Service Portal during the approvals process

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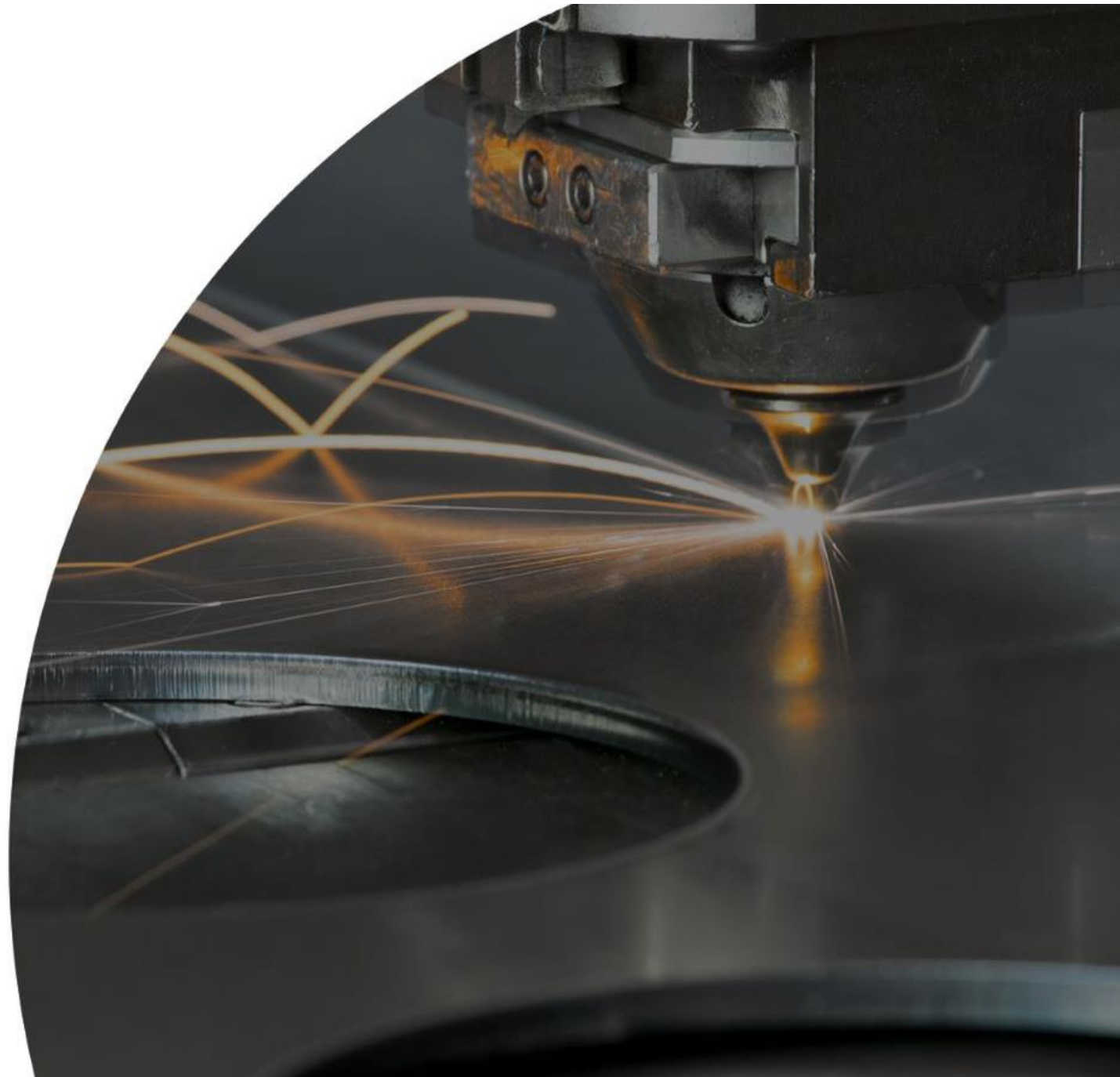
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General Information

Eligible Providers will be given access to the T Level Service Portal, following submission of their approval application form to the Technicals Quality team.

The portal must be used by Providers to upload relevant evidence and documentation to support the TQA approval activity.

Key Dates

The approval window opens for eligible Providers on Monday 26 February 2024. The last date for submission of approval applications is Friday 28 June 2024.



T Level Technical Qualifications

This document applies to the following T Level Technical Qualifications (TQs) offered by City & Guilds.

Core Component	Programme of Study (PoS)
Building Services Engineering	8710-30
Onsite Construction	8711-30
Maintenance, Installation and Repair for Engineering and Manufacturing	8730-12
Engineering, Manufacturing, Processing and Control	8730-13
Design and Development for Engineering	8730-14
Management and Administration	8715-30
Crop, Woodland and Horticulture	8717-31
Land Based Engineering	8717-32
Livestock Management	8717-33
Floristry	8717-34



T Level Technical Qualifications

On the T Level Service Portal, the folders are named using the course name and PoS.

Documentation and evidence specific to the TQ and the relevant Occupational Specialisms should be uploaded into the relevant course folder.

General documentations for Full Provider Approval should be included in the folder for the qualification that has been identified as the primary qualification. This will be confirmed in the email accepting the application.



Course	Programme of Study (PoS)
T Level Management and Administration	8715-30

Initial Access

For each eligible Provider, one primary user account has been created. This will be the person that you have nominated as the T Level Primary Contact.

You will receive a portal activation email from Learning Assistant (notifications@learningassistant.com) which will be titled 'Welcome to Learning Assistant'.

You will be prompted to reset your password on the first log in.

Requesting Additional Accounts

Providers can request additional accounts where required. Once logged in, use the quick links on the Homepage tab.

Secure transfer

Providers should not transfer documents to TQAs via email, especially copies of CVs, CPD records etc. Please use the portal to upload documents safely and securely.

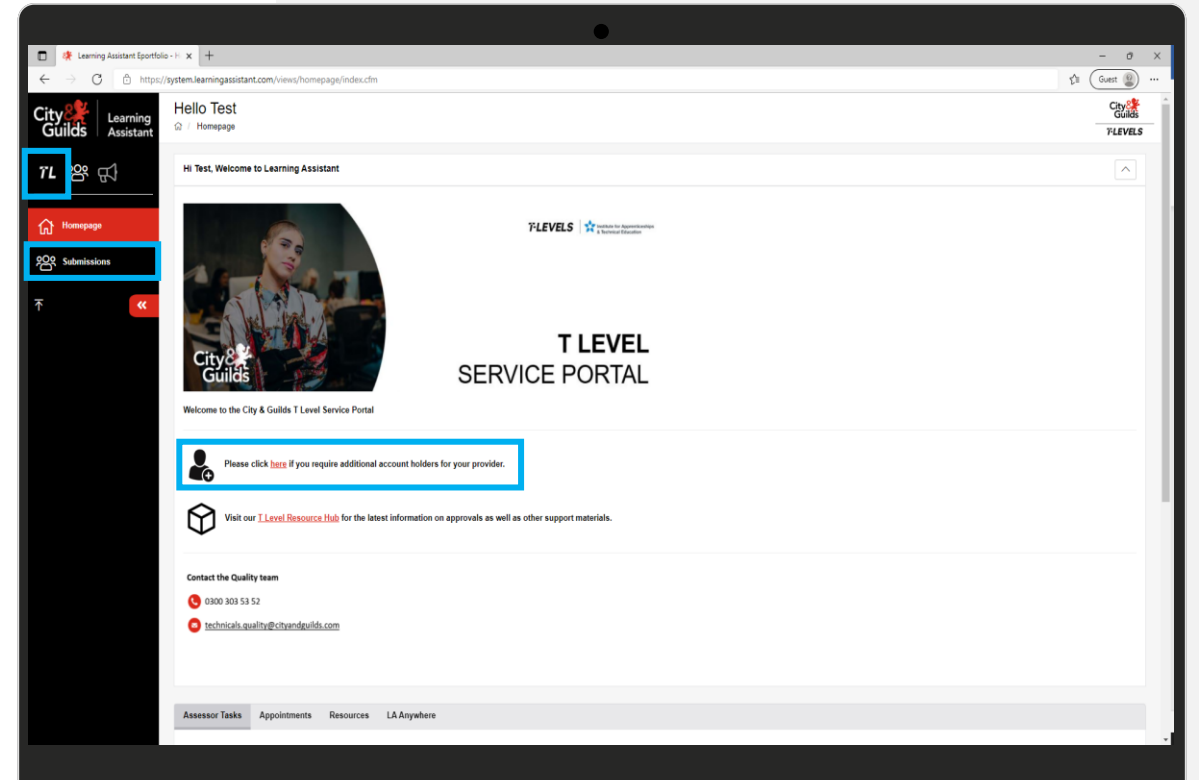


Navigating the Portal

Click into the **TL** icon to change your password, avatar and to log out of the portal.

To request an account for an additional user, click into the link on the homepage. This will open a separate form to complete.

Click on **Submissions** from the left-hand menu to view the Course folders to upload evidence.



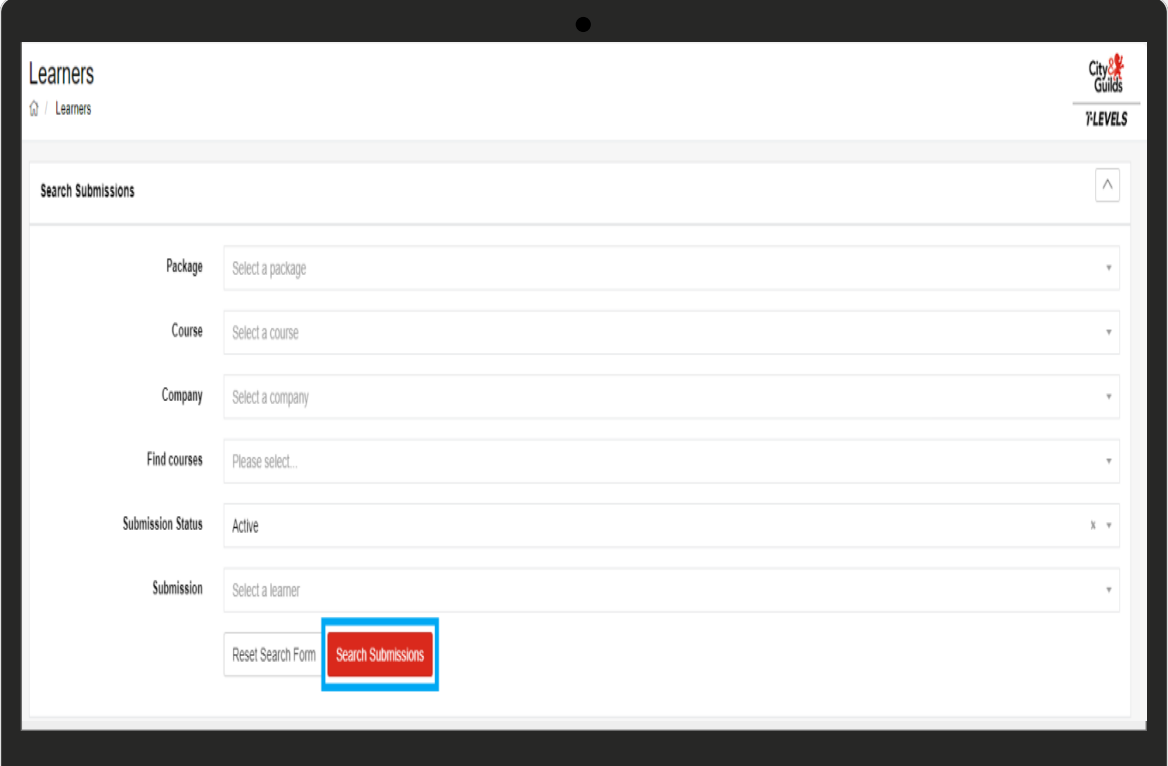
Uploading Evidence

Once logged into the portal, click the **Submissions** tab from the menu on the left-hand side.

Click **Search Submissions**.

This will bring up all the course folders allocated to your account.

Click onto the red text of the relevant course that you would like to upload evidence for. This will then load the relevant page.

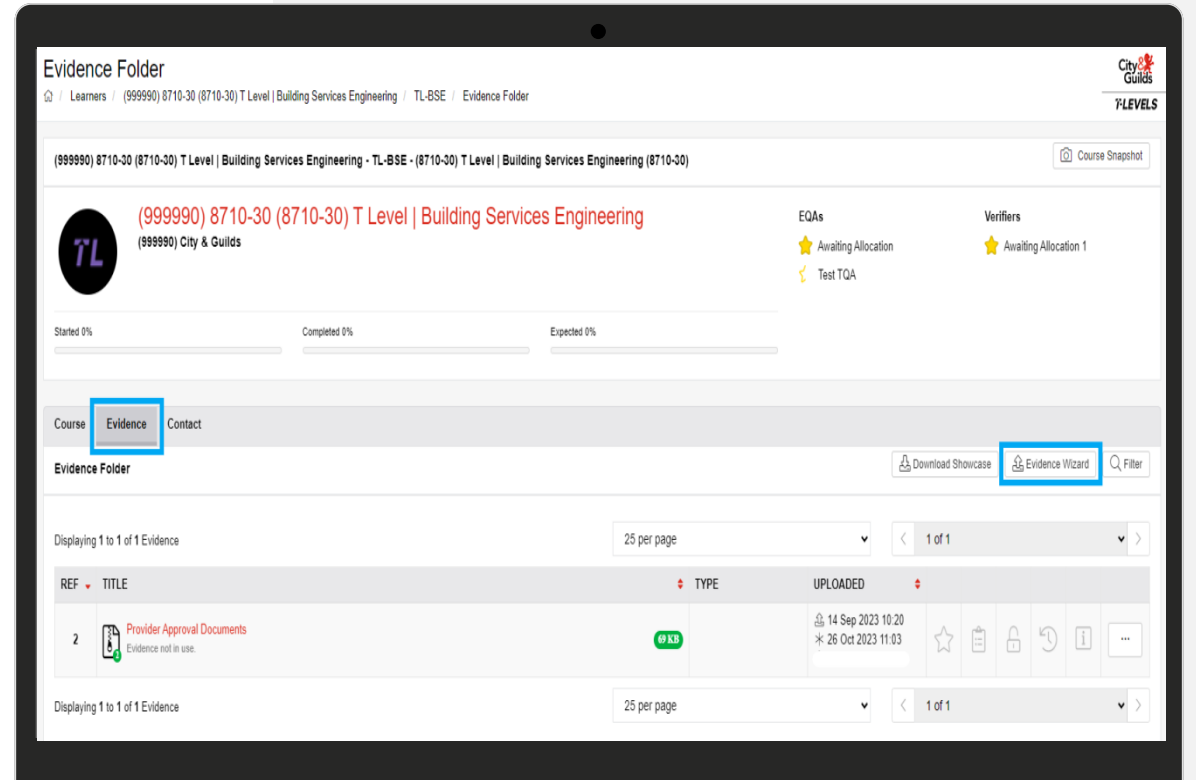
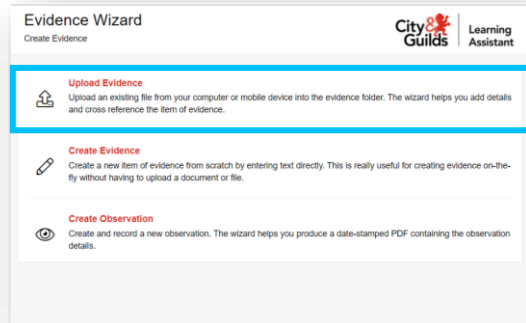


The screenshot displays the 'Learners' portal interface. At the top, the page title is 'Learners' with a home icon and the breadcrumb 'Learners'. The 'City & Guilds T LEVELS' logo is in the top right corner. Below the header is a 'Search Submissions' section with a search icon in the top right. The form contains several dropdown menus: 'Package' (placeholder: 'Select a package'), 'Course' (placeholder: 'Select a course'), 'Company' (placeholder: 'Select a company'), 'Find courses' (placeholder: 'Please select...'), 'Submission Status' (value: 'Active', with a close icon 'x'), and 'Submission' (placeholder: 'Select a learner'). At the bottom of the form are two buttons: 'Reset Search Form' and 'Search Submissions', which is highlighted with a red border.

Uploading Evidence

Click into the **Evidence Tab** to access the evidence folder. To upload evidence, click **Evidence Wizard**.

In the pop up window, select **Upload Evidence** and browse for files in the **Upload** tab.



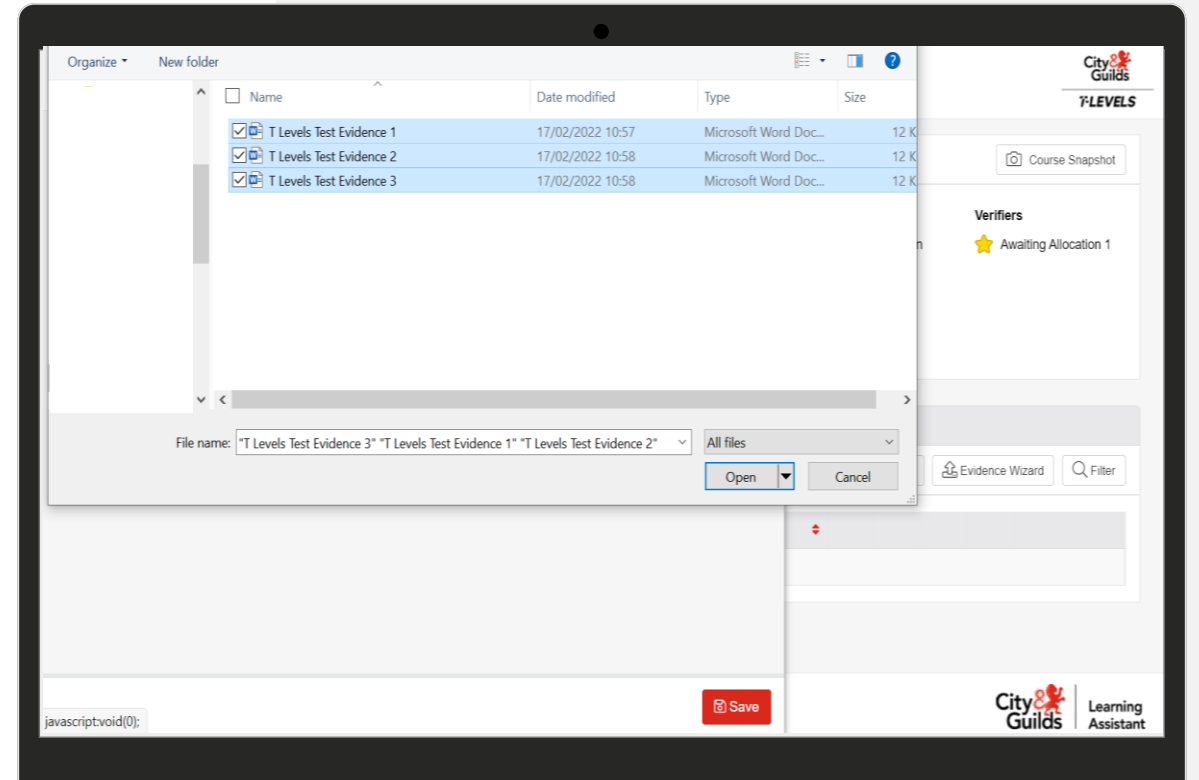
Uploading Evidence

When uploading evidence, if multiple files are selected at one time, a folder will be created to store all the selected files (zip file).

Once the file upload is completed, the files will be visible within the 'Uploaded Files' list.

Click into the **Details** tab. Please rename the **Title** box to ensure that the evidence uploaded is labelled clearly.

Click **Save**. A pop-up confirmation box will appear to confirm that the evidence has been uploaded.

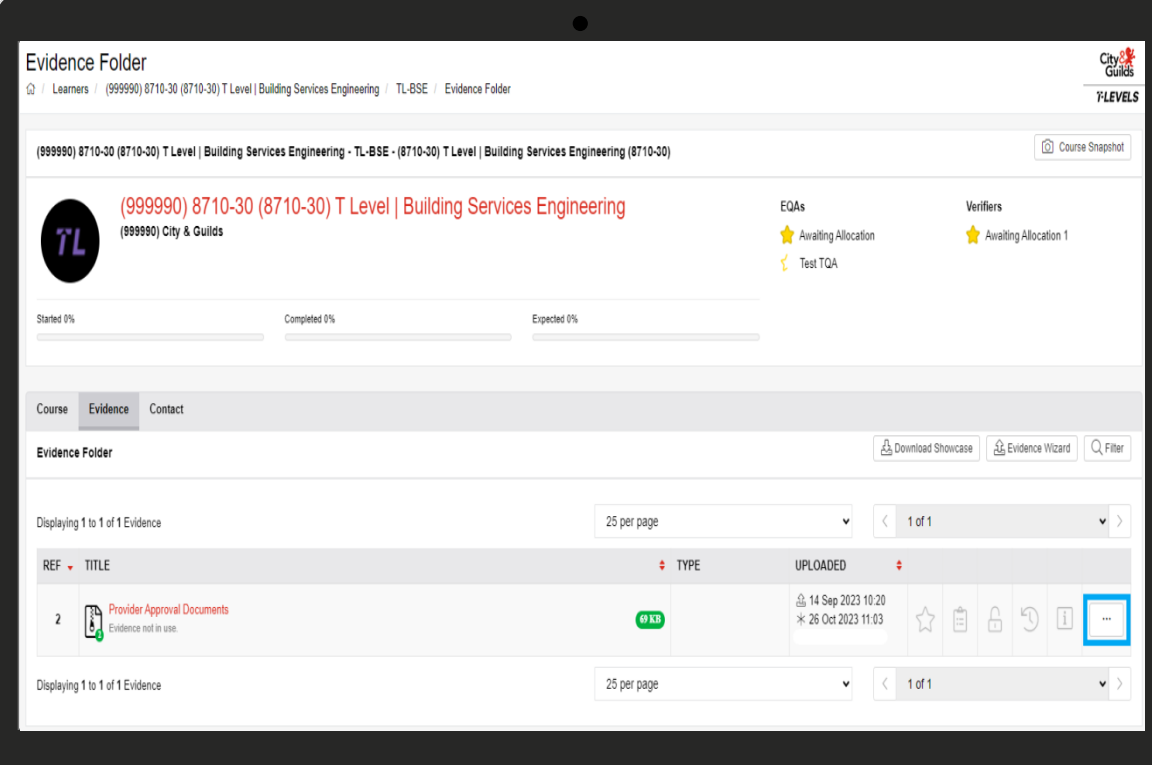


Uploading Evidence

The **Evidence Folder** overview will display the evidence uploaded. If multiple files were uploaded, an image of a zip file will appear which contains all the documents uploaded.

Return to **Evidence Wizard** and repeat until all required evidence has been uploaded.

If you would like to edit the upload, click into the dotted icon to the right of the upload, as shown within the image. Here you can amend or remove uploaded evidence.



The screenshot displays the 'Evidence Folder' interface for the course '(999990) 8710-30 (8710-30) T Level | Building Services Engineering - TL-BSE - (8710-30) T Level | Building Services Engineering (8710-30)'. The interface includes a header with the course name and a 'Course Snapshot' button. Below the header, there are sections for 'EQAs' (Awaiting Allocation, Test TQA) and 'Verifiers' (Awaiting Allocation 1). A progress bar shows 'Started 0%', 'Completed 0%', and 'Expected 0%'. The main content area has tabs for 'Course', 'Evidence', and 'Contact'. The 'Evidence Folder' section shows a table with one row of evidence. The table has columns for 'REF', 'TITLE', 'TYPE', and 'UPLOADED'. The row contains the following data:

REF	TITLE	TYPE	UPLOADED
2	Provider Approval Documents Evidence not in use.	49 KB	14 Sep 2023 10:20 * 26 Oct 2023 11:03

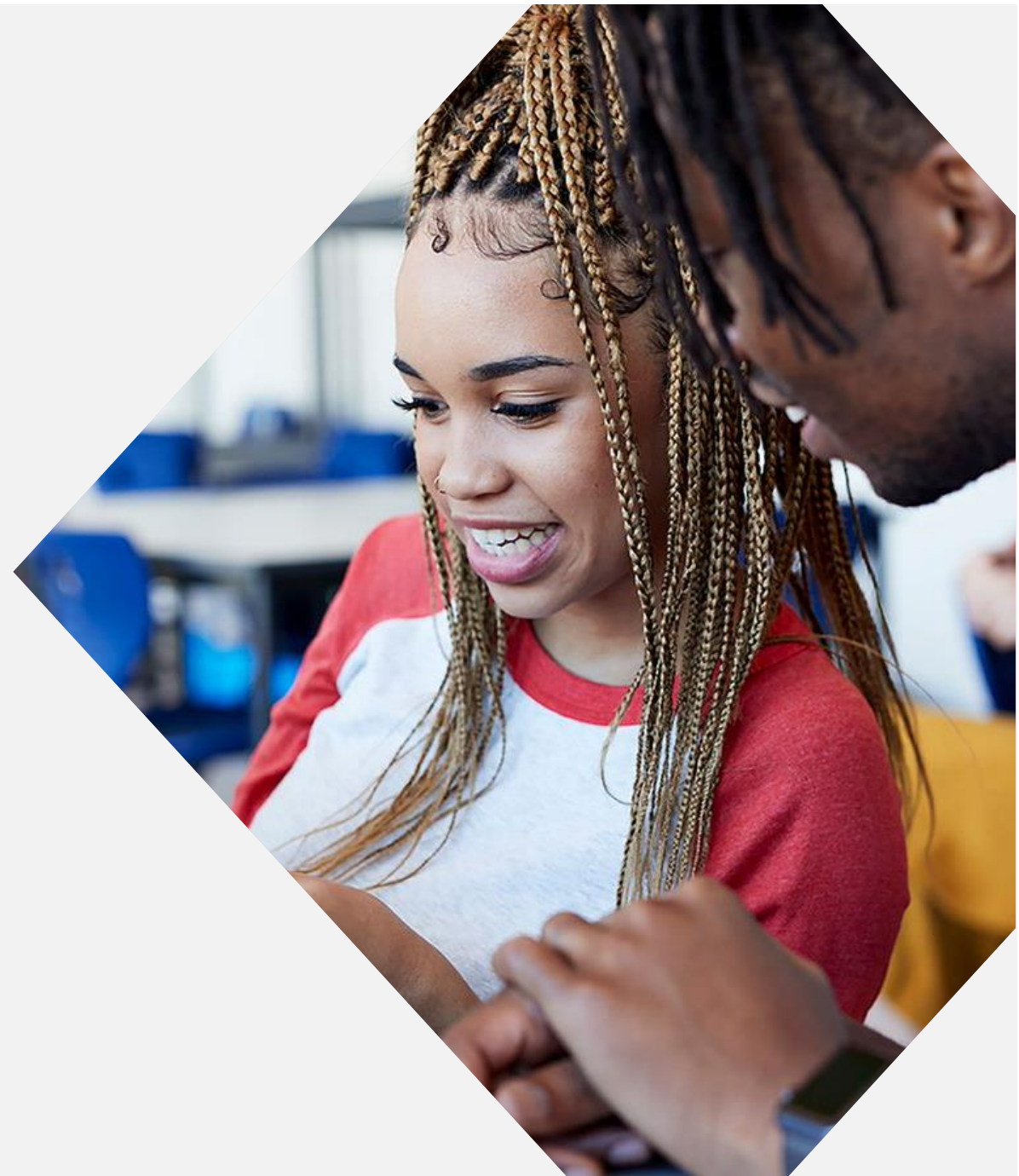
At the bottom of the table, there is a menu icon (three dots) highlighted with a blue box, indicating where to click to edit or remove the evidence. The interface also includes pagination controls showing 'Displaying 1 to 1 of 1 Evidence' and '25 per page'.

Next Steps

Please ensure you notify your allocated TQA(s) via return email when you have uploaded the required evidence.

Once your TQA has reviewed the evidence uploaded to the portal and has completed the approval activity, the TQA will submit their final report, including a recommendation on approval and any action/improvement plan to the Quality team.

The Quality team will review the content of the report and confirm the final decision.



Contact us



Quality team

Monday - Friday | 08:30 - 17:00 GMT



0300 303 53 52



technicals.quality@cityandguilds.com

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