RAEBURN
GROUP

INDUSTRY PLACEMENTS / T LEVELS / FURTHER EDUCATION

Partnerships that work.

A practical guide for colleges and training providers: from first enquiry to placement matching, approval, induction and progression.



RAEBURN GROUP

College Partnership & Onboarding Guide

November 2026 / External guidance

Illustrative photography; not an existing college placement.

01 / WELCOME

A straightforward route to partnership.

One group, a range of disciplines, and a single clear route from enquiry to an approved student placement.



Raeburn connects students with potential placements across software, AI, automation, recruitment, commercial operations, finance, research, legal support and other business activities.

We want students to take part in meaningful, supervised work. Every opportunity is considered individually with the college, with learning goals, capacity, safeguards and the correct host organisation confirmed before a start date is agreed.

WHAT THIS GUIDE GIVES YOU

01
A clear entry point
Contact details and a short information request to start discussions.

02
A matching framework
Subject and student-fit considerations for identifying suitable teams.

03
An approval route
Practical steps for agreeing tasks, supervisors, checks and paperwork.

04
A delivery model
Induction, review, evidence and end-of-placement expectations.

Important distinction

A role in our catalogue is a proposed placement match, not a confirmed vacancy. Numbers, supervisors, working arrangements and host legal entities are agreed case by case.

02 / THE JOURNEY

Seven steps, one accountable process.

The college leads the formal T Level administration. Raeburn confirms the host, meaningful work and appropriate supervision.

01	**Register interest** College sends course(s), cohort information and preferred timing.	College
02	**Discovery conversation** Agree the occupational specialisms, student needs and feasible delivery model.	Joint
03	**Shortlist & match** Review suitable Raeburn teams and student profiles before any introduction.	Joint
04	**Design the placement** Define the host entity, supervisor, tasks, timetable, objectives and learning goals.	Joint
05	**Approve safeguards** Complete due diligence, risk checks, agreement and individual adjustments.	College + host
06	**Induct & deliver** Agree the start date, provide induction, workplace tasks and ongoing mentoring.	Host
07	**Review & close** Record hours, evaluate progress, gather appraisal and provider completion decision.	College + host

When is a place actually confirmed?

Only after the education provider and the named host have approved the candidate, arrangements, supervision, necessary safeguarding/risk checks and signed placement agreement.

03 / GETTING STARTED

Register an interest in working together.

A short initial email is enough. There is no need to prepare a full student list before the first conversation.

Raeburn Group contact

Email **contact@theraeburngroup.com** with the subject **Further Education Partnership - [Institution name]**, or visit **theraeburngroup.com/contact**. Ask for the industry placement contact.

INCLUDE SIX THINGS IN YOUR FIRST ENQUIRY

01 **Institution and lead contact**
Name, role, email and preferred contact method.

02 **T Level courses**
Subjects and occupational specialisms requiring placements.

03 **Cohort and readiness**
Approximate student numbers, stage of study and prior skills.

04 **Timing**
Preferred start window, academic calendar and placement deadline.

05 **Location and access**
Travel area, remote/hybrid considerations and any known barriers.

06 **Support requirements**
Supervision and assessment expectations, student support arrangements.

AN INITIAL MESSAGE YOU CAN COPY

Subject: Further Education Partnership - [Institution]
We are exploring T Level industry placements for students studying [subjects/specialisms], with an anticipated start in [month]. We would welcome a short conversation about suitable Raeburn teams, delivery arrangements and the matching process. Our placement lead is [name/contact].

04 / THE OPPORTUNITIES

Find the right placement pathway.

Use a student's actual occupational specialism, interests and readiness to choose a relevant host team.

01 **Business, management & operations**
T Level: Management and Administration
Examples: Holding Group / Consulting / Services

02 **Finance, accounting & quant**
T Level: Accounting / Finance / Digital Data Analytics
Examples: Digital Assets / Ventures / Group Finance

03 **Marketing, sales & growth**
T Level: Marketing / Management and Administration
Examples: Commerce / Recruitment / Group Marketing

04 **Software, AI & data**
T Level: Digital Software Development / Digital Data Analytics
Examples: Technologies / Automation Labs / ClientMotive

05 **Cybersecurity & infrastructure**
T Level: Digital Support and Security
Examples: Technologies / Digital Assets / Communications

06 **Legal, compliance & public services**
T Level: Legal Services
Examples: Paralegal Services / Welfare Advocates

07 **Media, design & communications**
T Level: Media, Broadcast and Production / Marketing
Examples: Media & Intelligence / Communications

08 **Engineering & built environment**
T Level: Construction / Engineering / Land Management T Levels
Examples: Services trade units / Automation Labs

09 **Health, care & social impact**
T Level: Health / Management and Administration
Examples: Caring Crew / Impact

Specialist placements are supervised

Quantitative finance, cryptography (including zk-SNARKs and zk-STARKs), security and regulated activities can involve appropriate supervised research, sandbox testing and documentation. Students do not approve live financial, security or cryptographic systems.

05 / STUDENT MATCHING

Choose a good fit, not just a job title.

The college and Raeburn use a transparent, supportive review to match learning needs with genuine work.

A THREE-STAGE MATCHING CONVERSATION

01

1. College shares appropriate profiles

Course and specialism, relevant skills, motivation, interests, availability, reasonable adjustments needed for access, and preferred working arrangement. Obtain appropriate consent before sharing personal information.

02

2. Raeburn validates the opportunity

Check whether the team has an available supervisor, sufficiently varied occupational tasks, a safe work environment, suitable equipment, and time to provide feedback.

03

3. Joint selection and confirmation

Arrange an accessible conversation or practical discussion if helpful; record strengths, learning priorities and fit. Confirm the individual, host and timetable only after necessary approvals.

GOOD MATCHING CONSIDERS

- [ ] Occupational relevance
- [ ] Student interests
- [ ] Supervisor capacity
- [ ] Accessibility & support
- [ ] Useful project tasks
- [ ] Travel / remote feasibility

Fair, student-centred matching

Never screen out a student simply because they need reasonable adjustments. Agree what can be supported, minimise sensitive information sharing and avoid asking for unnecessary medical or personal details.

06 / PLACEMENT DESIGN

Agree the work before the start date.

Create individualised objectives linked to the T Level curriculum, the student's development and tasks the employer can genuinely supervise.

PLACEMENT PLAN ESSENTIALS

Host
Named legal entity and actual business location

People
Named supervisor, backup, provider contact

Schedule
Dates, weekly pattern, hours and contingencies

Work
Core project tasks and expected outputs

Learning
Up to 3 placement objectives; at least 3 technical and 3 employability learning goals

Reviews
Feedback frequency, college reviews and logbook arrangements

Support
Adjustments, equipment and training

Approval
Signed agreement and completed necessary checks

ILLUSTRATIVE PROJECT: FINANCIAL DATA & ANALYTICS

High-level objective: Contribute to an internal financial reporting workflow.
Technical learning goals: clean a synthetic dataset; validate calculations; build an accessible dashboard.
Employability learning goals: communicate blockers; meet agreed deadlines; act on feedback.
Evidence: reviewed workbook, testing notes, weekly reflections and mentor appraisal.

07 / DELIVERY OPTIONS

Design around real working practices.

The timetable can be flexible, but genuine employer interaction and the qualification requirements must be protected.

01 Block or day-release placements

A continuous block or regular weekly days can work. Agree the academic calendar, assessment points, daily hours and a plan to make up missed time.

02 Remote and hybrid working

The DfE recommends no more than 20% remotely where possible; more can be appropriate where remote work is established sector practice, such as digital.

03 Across Group businesses

Identify the actual legal employer(s). If a student moves between employers, the college must approve the arrangement and retain coherent learning goals and appraisals.

04 Hours and payments

Most placements require at least 315 hours; some specialisms require longer. A T Level placement is not generally required to be paid; expenses should be discussed.

FOR REMOTE WORK, AGREE THESE ADDITIONAL CONTROLS

- Regular face-to-face or live online supervision
- Appropriate equipment, accessibility and safe workspace
- Secure accounts; no personal devices or unapproved cloud tools
- A clear attendance, communication and incident-reporting plan

No automatic approval

A remote-first proposal, multi-business rotation or specialist environment is a proposed delivery model until the college has agreed that it meets the individual student's requirements.

08 / PRE-START ASSURANCE

A placement is confirmed only after checks.

The following is a working checklist; the education provider supplies its official paperwork and retains overall T Level oversight.

COLLEGE / PROVIDER CONFIRMS

- [ ] Student course, occupational specialism and readiness
- [ ] Learning goals, placement hours and review timetable
- [ ] Student preparation, support, safeguarding and accessibility
- [ ] Approved employer due diligence and agreement process

RAEBURN HOST CONFIRMS

- [ ] Named host legal entity, supervisor and substitute
- [ ] Appropriate insurance and health-and-safety arrangements
- [ ] Task-level risks, age-appropriate activities and training
- [ ] Confidentiality, privacy, account access and data boundaries
- [ ] Agreed support, adjustments, equipment and induction

TOGETHER, BEFORE THE FIRST DAY

- [ ] Agree and sign the placement agreement
- [ ] Confirm schedule, emergency contacts and escalation route
- [ ] Share a named first-day contact and joining instructions

Go / no-go decision

Do not begin if safeguarding concerns, suitability of duties, supervision, adjustments, insurance, remote arrangements or the agreement are unresolved. DBS requirements vary by activity and should be checked case by case.

09 / ONBOARDING

Give every student a strong first fortnight.

A calm, structured start improves confidence, safety and useful contribution.

BEFORE DAY ONE

Send joining instructions, start times, who to contact, working arrangements, equipment requirements and the first-week plan. Check agreed accessibility and support needs discreetly.

DAY 1

Welcome and safety

Meet supervisor and team; explain expectations, reporting routes, confidentiality, attendance, breaks and basic security. Provide necessary health-and-safety induction.

DAYS 2-5

Guided first task

Walk through a relevant and achievable project. Demonstrate how to ask questions, record work, get feedback and update the student logbook.

WEEK 2

Build confidence

Increase task ownership appropriately; discuss learning goals, identify barriers and agree what the student will work on next.

Our student-ready approach

Pair technical activity with professional skills: clear written updates, calendar management, teamwork, feedback, confidentiality, basic financial/commercial awareness and responsible AI use.

10 / ONGOING SUPPORT

Review progress and keep a clear record.

The employer gives ongoing feedback; the provider runs formal reviews and decides whether placement requirements have been met.

SUGGESTED REVIEW RHYTHM

01

Each working week

Check attendance and hours; hold a mentor conversation; update tasks and logbook evidence.

02

Regular college reviews

Student, employer and provider discuss progress against agreed learning goals, support needs and any changes.

03

When circumstances change

Report absences, safety concerns or barriers promptly; adjust the plan with the provider, not unilaterally.

04

Final review

Employer supplies an honest appraisal; provider verifies hours, evidence and the completion decision.

Evidence worth keeping

Attendance/hours, learning-goal updates, reviewed student outputs, meeting notes, individual adjustments as necessary, employer appraisal and the signed provider completion declaration. Keep sensitive student records securely.

11 / COMMON QUESTIONS

Practical answers for placement teams.

These answers explain the proposed Raeburn approach; the college confirms the arrangements for each student.

Do you guarantee a place?

No. Catalogue entries are proposed subject matches. A place exists only once host capacity, the supervisor, agreed tasks, safeguards and provider approval are confirmed.

Can students work remotely?

Potentially. A remote or hybrid plan requires genuine mentoring and an appropriate environment; the provider confirms whether the proportion is suitable.

Do students have to pay or be paid?

There is no general legal requirement to pay T Level students for the compulsory placement. Travel, equipment and other reasonable expenses should be discussed early.

Can we place several students together?

Potentially, subject to the quality of supervision, separate learning goals, accessibility and actual approved capacity.

Can a student work on fintech, cryptography or security?

Yes, where suitable - using synthetic data, training systems, research, documentation and reviewed tests. Production access or regulated decisions are not student responsibilities.

Who deals with a concern or absence?

Use the agreed host and provider contacts immediately; escalate safeguarding or safety matters through the relevant safeguarding/emergency routes.

Who signs off completion?

The education provider decides completion based on required hours and evidence of progress; the employer provides accurate feedback and appraisal.

12 / PRINT & USE

Institution enquiry & matching form.

Complete the fields below, then return through your Raeburn contact or to contact@theraeburngroup.com.

INSTITUTION NAME

PLACEMENT LEAD / JOB TITLE

EMAIL ADDRESS

TELEPHONE (OPTIONAL)

PREFERRED CONTACT METHOD

PREFERRED PLACEMENT START WINDOW

T LEVEL SUBJECT(S)

OCCUPATIONAL SPECIALISM(S)

APPROXIMATE NUMBER OF STUDENTS

EXPECTED PLACEMENT HOURS / TIMETABLE

DELIVERY PREFERENCES (TICK AS APPROPRIATE)

- ☐ On site
- ☐ Hybrid
- ☐ Remote
- ☐ Flexible / discuss

INITIAL QUESTIONS, CONSTRAINTS OR SUPPORT REQUIREMENTS

13 / PRINT & USE

Placement design & approval worksheet.

A planning tool only: the education provider must still issue or approve the official individual placement agreement.

STUDENT REFERENCE / COLLEGE

HOST LEGAL ENTITY AND WORK SITE

NAMED SUPERVISOR AND BACKUP

COURSE AND OCCUPATIONAL SPECIALISM

PROPOSED DATES, SCHEDULE AND HOURS

THREE HIGH-LEVEL PLACEMENT OBJECTIVES (MAXIMUM)

LEARNING GOALS

Technical: 1. _____ 2. _____ 3. _____

Employability: 1. _____ 2. _____ 3. _____

APPROVAL STATUS (TICK ONLY AFTER EVIDENCE EXISTS)

- ☐ Provider checks
- ☐ Host checks
- ☐ Signed agreement
- ☐ Induction planned

14 / CONTACTS & REFERENCES

One conversation can get things moving.

Send a short enquiry, choose a suitable pathway and build an individual placement together.

FURTHER EDUCATION & T LEVEL ENQUIRIES

contact@theraeburngroup.com

theraeburngroup.com/contact

Subject: Further Education Partnership - [Institution]

WHAT HAPPENS NEXT?

01

Send your courses and placement window

We can begin with subject/specialism, student numbers and target dates.

02

Discuss a realistic match

Host capacity, project work, delivery model, safeguarding and adjustments are evaluated.

03

Agree individual placements

The college and actual hosting business complete approval and sign-off before any start.

OFFICIAL REFERENCE MATERIAL

DfE guidance for education providers	OPEN
T Level employer support	OPEN
Raeburn Group contact	OPEN

Publication note: External guide, November 2026. Roles and placement pathways are proposals; capacity and formal institutional arrangements are not implied. DfE guidance should be checked at the point of agreement, and the applicable host legal entity confirmed individually.