

# **T Level Professional Development remission funding and expenses policy**

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## Overview

This guidance applies to any **delegate** who is undertaking an element from the list below as part of the T Level Professional Development (TLPD) offer.

- Industry Insights: Group Industry Placements
- Industry Insights: Individual Industry Placements
- T Level Courses: “Teaching and Learning on...” courses
- T Level Leadership Mentoring
- T Level Resource Improvement Projects (TRIPs)

This guidance also applies to **speakers** at T Level Conferences.

The T Level Professional Development offer provides a range of funded activities for staff members at T Level providers. If a delegate is employed by a T Level provider at the time of the activity, they will be eligible for remission funding/expenses. If a delegate is employed by a non-T Level provider at the time of the activity, they will not receive remission funding or expenses. If a T Level provider withdraws from delivering T Levels, claims for remission funding/expenses must be made no later than 8 weeks from the withdrawal date.

Table 1 identifies each element and whether remission funding and/or expenses can be claimed, and the associated amounts.

**Table 1**

<b>TLPD element</b>	<b>Remission Funding</b>	<b>Expenses</b>
<b>ETF organised Group Industry Placements</b> Delivered face-to-face (F2F) and online Generally a 1 day or half day activity	<ul style="list-style-type: none"> <li>• Per full day (6+ hours): £400</li> <li>• Per half day (3+ hours): £200</li> <li>• Claim process: Automatic</li> </ul>	<ul style="list-style-type: none"> <li>• F2F placements: Up to £250 per day</li> <li>• Online placements: No</li> <li>• Claim process: Manual</li> </ul>
<b>Individual Industry Placements</b> Delivered F2F Generally a 1-5 day activity	<ul style="list-style-type: none"> <li>• Per full day (6+ hours): £400</li> <li>• Per half day (3+ hours): £200</li> <li>• Claim process: Automatic</li> </ul>	<ul style="list-style-type: none"> <li>• No</li> </ul>
<b>"Teaching and Learning on ..."</b> Delivered F2F and online Generally a 1 day activity	<ul style="list-style-type: none"> <li>• F2F courses per full day (6+ hours): £400</li> <li>• F2F courses per half day (3 hours): £200</li> <li>• Online courses: No</li> <li>• Claim process: Automatic</li> </ul>	<ul style="list-style-type: none"> <li>• F2F courses: Up to £250 per day for delegates who cannot claim expenses directly from their own organisation</li> <li>• Online courses: No</li> <li>• Claim process: Manual</li> </ul>
<b>T Level Leadership Mentoring</b> Delivered online Mentees: Maximum 6 sessions Mentors: With 1 or 2 mentees**	<ul style="list-style-type: none"> <li>• Mentees: £100 per session</li> <li>• Sector Mentors: £900 or £1500*</li> <li>• Claim process: Automatic</li> </ul>	<ul style="list-style-type: none"> <li>• No</li> </ul>
<b>TRIPs</b> (paid via AoC)	<ul style="list-style-type: none"> <li>• Resource Advisor : £3,000</li> <li>• Resource Producer: £10,000</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance at inception meeting: up to £250 per person</li> </ul>

\* Sector based mentors can support 1 or 2 mentees per cohort and are compensated as above. N/A for ETF employed mentors.

Remission funding and expenses payments are made by the Education and Training Foundation (ETF) directly to the delegate/speaker's employer. ETF cannot reimburse delegates/speakers directly.

ETF does not accept any responsibility for any breach of these policies/guidelines that a delegate/speaker may cause, either intentionally, or unintentionally.

For Group Industry Placements, Individual Industry Placements, the "Teaching and Learning on ..." courses, and T Level Leadership Mentoring, **delegate remission funding** claims are made **automatically**; ETF will raise and send a purchase order to the delegate's employer within 2 months of the activity being completed. The delegate's employer should return an invoice no later than four weeks after they have received the purchase order.

For face-to-face Group Industry Placements and "Teaching and Learning on ..." courses, **delegate expenses** claims must be made **manually** by the delegate's employer. ETF expects delegates to have made claims within three weeks of the course/event, claims outside of this timeframe risk not being paid by ETF.

For T Level Conferences, **speaker expenses** claims must be made **manually** by the speaker's employer. ETF expects speakers to have made claims within three weeks of the conference, claims outside of this timeframe risk not being paid by ETF.

For TRIPs, payment is provided by the Association of Colleges (AoC). T Level providers must liaise directly with AoC if they have any payment queries.

## Remission funding

Remission funding is paid at the rates stated in Table 1.

Remission funding is provided to the delegate's employer to facilitate their participation in the TLPD offer.

### For Group Industry Placements, Individual Industry Placements, and "Teaching and Learning on ..." courses:

Once ETF has obtained confirmation of a delegate's attendance from the relevant delivery partner/placement employer, ETF will raise a purchase order and email the finance team at the delegate's employer (the T Level provider) requesting an invoice.

Purchase orders will be sent from [etfprogrammeadmin@etfoundation.co.uk](mailto:etfprogrammeadmin@etfoundation.co.uk) and will include the following information:

- Course/event title
- Course/event date
- Delegate name
- Amount

Invoices should be sent to [finance@etfoundation.co.uk](mailto:finance@etfoundation.co.uk) no later than 4 weeks after the purchase order being sent and should include:

- The purchase order number
- Course/event title
- Course/event date
- Delegate name
- Amount stated on the purchase order

### **For T Level Leadership Mentoring:**

On completion of their final mentoring session, mentees must ensure their accompanying online course and reflective workbooks are complete and submitted. Where the programme is partially attended, completed sessions are not eligible for remission funding unless the accompanying module and workbook have also been submitted. For sector-based mentors, session, supervision, and training attendance is confirmed by ETF. ETF will then raise a purchase order for the mentee or mentor and email the finance team at the relevant delegate's employer (T Level provider) requesting an invoice.

Purchase orders will be sent from [etfprogrammeadmin@etfoundation.co.uk](mailto:etfprogrammeadmin@etfoundation.co.uk) and will include the following information:

- Mentee or Mentor name
- Cohort
- Amount

Invoices should be sent to [finance@etfoundation.co.uk](mailto:finance@etfoundation.co.uk) no later than 4 weeks after the purchase order being sent and should include:

- The purchase order number
- Mentee or Mentor name
- Amount stated on the purchase order

## **Expenses**

Expenses (travel, accommodation, subsistence) can be claimed for **delegates** at face-to-face Group Industry Placements, **speakers** at T Level Conferences, and, in certain circumstances, for **delegates** on face-to-face "Teaching and Learning on ..." courses.

The maximum amount that can be claimed per course/event, per delegate/speaker, is £250. If your expenses are predicted to exceed this amount, you must email [etfprogrammeadmin@etfoundation.co.uk](mailto:etfprogrammeadmin@etfoundation.co.uk) with evidence (e.g. a screenshot of hotel/train price) and wait for approval from ETF **before** booking. Claims exceeding £250 which haven't been approved in advance risk not being paid in full by ETF.

No delegate/speaker should be financially better or worse off as a result of having to travel or attend an event which is part of the TLPD offer.

ETF retains the right to challenge expenses which are not in line with the limits and rules defined within this policy. Any expense claims for items not allowed under this policy may be declined.

It is the responsibility of the delegate/speaker to check their employer's expenses policy **before** they attend the course/event, and to ensure that they are reimbursed by their own employer after the course/event.

**Delegates/speakers are responsible for:**

- Ensuring that any expenses are in line with their employer's policy **and** ETF's policy
- Ensuring that they incur such costs in a responsible and efficient manner. For example, planning and booking travel/accommodation as far in advance as is practical to ensure that the best rates are obtained
- Using their employer's booking arrangements, where possible, if such arrangements exist e.g. Trainline or Premier Inn business account
- Avoiding unnecessary costs. Expenses incurred should not exceed the costs and value which would be incurred in line with a delegate/speaker's employer's expenses policy. In addition, the lowest or best value cost for expenses should always be claimed
- Submitting an expenses claim to their employer and providing receipts for all costs incurred
- Advising their employer to submit an expenses claim to ETF by completing and returning the **ETF Expenses Form**
- Ensuring that claims are accurate, complete, and submitted in a timely manner

**For face-to-face ETF organised Group Industry Placements:**

Delegates must claim expenses via their employer. The delegate's employer should reimburse them, and once the ETF expenses process has been followed, ETF will reimburse the delegate's employer.

To be reimbursed by ETF, the delegate's employer must send the completed expenses form to [etfprogrammeadmin@etfoundation.co.uk](mailto:etfprogrammeadmin@etfoundation.co.uk) **no later than three weeks after** the placement.

**For "Teaching and Learning on ..." Courses:**

Expenses can only be claimed where the delegate cannot claim expenses from their own employer. To claim expenses from ETF, the delegate must send an email to [etfprogrammeadmin@etfoundation.co.uk](mailto:etfprogrammeadmin@etfoundation.co.uk), before attending the course, requesting permission to claim expenses. The email must include proof (e.g. a forwarded email chain) that the expense claim will not be eligible to be paid by the delegate's employer. If the request is approved, the completed expenses form must be sent to [etfprogrammeadmin@etfoundation.co.uk](mailto:etfprogrammeadmin@etfoundation.co.uk) **no later than three weeks after** the course.

**For T Level Conferences:**

Speakers must claim expenses via their employer. The speaker's employer should reimburse them, and once the ETF expenses process has been followed, ETF will reimburse the speaker's employer.

To be reimbursed by ETF, the speaker's employer must send the completed expenses form to [etfprogrammeadmin@etfoundation.co.uk](mailto:etfprogrammeadmin@etfoundation.co.uk) **no later than three weeks after** the conference.

## Travel

**Public transport** is usually the most economic mode of travel and **is the default option** for delegates, if safe to do so. Private cars and taxis should be used only when it is the best economical way to travel, there is no reasonable alternative, or there is a valid personal or business reason. If travelling by car, this must be fully insured for business travel.

### Rail travel

- First-class travel is **not** permitted unless delegates pay for their own upgrade
- Rail tickets should, where possible, be purchased in advance and where they exist, should be booked via a delegate's/speaker's employer's booking system e.g. Trainline business account

### Taxi fares may be claimed where:

- There is no suitable or safe means of public transport (including where a delegate may be attending a rural locality, or feel vulnerable coming back from an event late into the evening)
- The journey time by public transport would be excessive
- The delegate is required to transport items unsuitable for public transport
  - Please note:
    - Minicabs booked in advance from reputable companies should be used in preference to more expensive taxis e.g. London black cabs
    - Delegates should always consider their safety first when using taxis

### Driving

Delegates/speakers should only make use of a car if it is the most economical way to travel. The ETF's insurance policy does **not** cover a delegate's/speaker's private vehicle. It is the delegate's/speaker's own responsibility to ensure any car driven is roadworthy, insured for themselves to drive, and insured for business use.

The ETF may contribute to the cost of driving for journeys where no suitable public transport is available or where there is a valid business or personal reason for use of a car e.g. a significant saving in time, equipment to be carried, several people travelling together, timetable restrictions, barriers to transport in rural locations, etc. In all cases, the distance claimed should be along the shortest reasonable route.

Reasonable parking fees, tolls, and (where unavoidable) congestion charges will be reimbursed.

The following costs are **not** allowable expenses:

- Car wash/valet
- Parking penalty charges or any other fines/penalties
- Any extra insurance required (e.g. business insurance, extra/additional driver)

## Accommodation

Accommodation may be booked where delegates/speakers cannot reasonably be expected to make the return journey in the same day, in line with their employer's policy.

Overnight accommodation should be purchased in advance and, where they exist, should be booked via a delegate's/speaker's employer's booking system e.g. Premier Inn business account.

Table 2 provides a guide as to the expected night rates with the upper limit only available if a delegate/speaker can show that there are no alternatives (last minute bookings incurring excess expense may be declined).

**Table 2**

Accommodation	London		Elsewhere	
	Guide Rate	Upper Limit	Guide Rate	Upper Limit
Bed and breakfast	£172 (inc. VAT)	£200 (inc. VAT)	£120 (inc. VAT)	£150 (inc. VAT)
Bed only, no breakfast	£150 (inc. VAT)	£180 (inc. VAT)	£110 (inc. VAT)	£140 (inc. VAT)

*Delegates would normally stay overnight in 3-star accommodation (equivalent to a modest business hotel).*

The following hotel costs are **not** allowable expenses:

- Alcoholic beverages
- Bar or minibar bills
- Laundry
- In-room entertainment
- Tips/gratuities
- Spa or gym usage

## Subsistence

Subsistence allowances may only be claimed if the delegate/speaker has not already been provided with the meal (e.g. breakfast might be included in a hotel rate, a meal might be provided by the organisation they are visiting) and if cost has been incurred.

The maximum amounts that can be claimed for meals is as follows:

- Evening meal when staying away: £20
- Breakfast meal when staying away: £8.50



Revision History			
Version	Date	Description of changes	Updated by
v1	26/09/2022	First version.	LMc
v2	27/09/2022	Removal of mandatory surveys of Industry Insights and Mentoring.	LMc
v3	13/10/2022	Amendment of 'T Level Role and Route Courses' to 'T Level Route Courses'.	LMc
v4	20/12/2022	Addition of expense limits in section 3.	LMc
v5	28/03/2023	Updates include: <ul style="list-style-type: none"> <li>virtual/online element for Group and Individual Placements can claim remission</li> <li>change to remission pricing for mentoring sessions</li> </ul>	LMc
v6	30/11/2023	Updates to entire document to clarify existing rules.	HS
v7	10/09/2024	Updates include: <ul style="list-style-type: none"> <li>addition of information for speakers at Conferences</li> <li>changes to email addresses to be used</li> <li>changes to expenses limits</li> <li>streamlining of remission and expenses process for all elements of the offer</li> </ul>	HS
v8	13/03/2025	Amendment to language and formatting.	HS
v9	06/08/2025	Removal of information relating to Provider Organised Group Industry Placements which are no longer part of the TLPD offer	HS

If you have any queries, please email your point of contact at ETF or [enquiries@etfoundation.co.uk](mailto:enquiries@etfoundation.co.uk).

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