



Department
for Education

Legal, Finance and Accounting Route

Example industry placement objective templates for:

- T Level in Legal
- T Level in Finance
- T Level in Accounting

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T Level: Legal

Occupational Specialism: Legal Services Assistant Dispute Resolution

Role Profile [INDICATIVE EXAMPLE]

Role Title	Working Pattern	To be agreed between the provider and employer
Legal services support assistant (Dispute Resolution)	Duration	315 hours
Objective(s)		
To support the Legal team by assisting with day to day operational, research and administration tasks to maintain legal service delivery		
Typical Activities		
<p>Activity 1. Under supervision, support the Legal team on a regular basis, to prepare materials for a conference/ meeting/ mediation or court</p> <ul style="list-style-type: none">○ assisting with the preparation of meeting bundles○ making appointments and maintaining critical diary dates <p>Activity 2. Under supervision, support the Legal team on a daily basis, to research and investigate a dispute claim by</p> <ul style="list-style-type: none">○ identifying the facts in a claim○ researching the law related to a claim○ presenting evidence to the legal services team associated to a claim <p>Activity 3. Under supervision, support the Legal team on a regular basis (at least once a week) to draft documents related to a dispute claim by</p> <ul style="list-style-type: none">○ drafting routine notes from meetings/ client conferences○ drafting notes from meetings○ filing, copying and listing relevant documents		
Learning goals	TQ Reference	
On the placement the student will need to further develop and hone through activity 1:	<i>[Insert corresponding reference from the TQ content]</i>	
Employability Skills <ul style="list-style-type: none">• Analysing: identifying common features, organising into types, discerning patterns, deconstructing, classifying, ordering• Recording: transcribing, noting, capturing, saving, storing		

- Planning: identifying discrete steps, estimating time and resources, prioritising, coordinating, sequencing activity
- Self-managing: monitoring, reflecting and inviting feedback on own performance, managing time, setting personal goals, referring to others for advice

Technical Skills

- Students review and summarise strengths and weaknesses of evidence in a case for inspection by the legal support team
- Students understand trial procedures and keep a diary up to date in alignment with court and other critical dates
- Under supervision, students prepare documentation related to a dispute e.g. issues of proceedings and applications

On the placement the student will need to further develop and hone though activity 2:

Employability Skills

- Investigating: identifying sources, developing search criteria/queries, interrogating data, designing and carrying out tests
- Presenting: conveying information to an audience to stimulate discussion, and/or secure consistent understanding
- Decision making: clarifying logical choices, identifying likely impact, using evidence and advice, justifying, substantiating, concluding

Technical Skills

- Students research and investigate the factual basis of a claim
- Students locate relevant sources and research relevant applicable law (statutory and common law) to a claim
- Students respond to requests for freedom of information
- Students present supporting evidence for a claim for review by the legal support team

On the placement the student will need to further develop and hone though activity 3:

Employability Skills

- Decision making: clarifying logical choices, identifying likely impact, using evidence and advice, justifying, substantiating, concluding
- Recording: transcribing, noting, capturing, saving, storing
- Presenting: conveying information to an audience to stimulate discussion, and/or secure consistent understanding

<p>Technical Skills</p> <ul style="list-style-type: none"> • Under supervision, students draft documents related to the commencement of a claim e.g. a letter, a form or a schedule of loss • Students draft routine correspondence for checking by a member of the legal support team • Students draft notes recording discussions from meetings and conferences for checking by a member of the legal support team • Students draft a list of documents in the appropriate format and order related to a claim for checking by a member of the legal support team • Students can understand how to use a case management system e.g. create documents and record time 	
<p>Minimum starting requirements</p>	
<ul style="list-style-type: none"> • Attendance at induction day • Introduction to work colleagues and location • Health and safety and security at work 	
<p>Suggested prior learning</p>	
<ul style="list-style-type: none"> • Knowledge <ul style="list-style-type: none"> ○ An understanding of statutory and common law applicable to negligence and contract ○ Trial procedure ○ Sources for legal research ○ Sources of law - statutory and common law ○ Relevance and reliability of sources of evidence ○ The importance of maintaining privacy and confidentiality ○ Drafting principles ○ Knowledge of precedents • Typical workplace behaviours needed for role, including: <ul style="list-style-type: none"> ○ Confidentiality ○ Punctuality ○ Ability to work independently and to take responsibility ○ Initiative ○ A thorough and organised approach ○ Team participation ○ Professional approach ○ Communicating with a range of people ○ Adhering to general process and procedures 	

T Level: Legal

Occupational Specialism: Legal Services Assistant Private Client

Role Profile [INDICATIVE EXAMPLE]

Role Title	Working Pattern	To be agreed between the provider and employer
Legal services support assistant (Private Client: Family Law, Wills and Probate, Conveyancing)	Duration	315 hours
Objective(s)		
To support the Legal team by assisting with day to day operational, research and administration tasks to maintain legal service delivery		
Typical Activities		
<p>Activity 1. Working in a team, on a regular basis assist with the progression of a case by</p> <ul style="list-style-type: none">○ Understanding and documenting the chronological steps needed to administer the case/matter○ Identifying important information needed to progress a non-complex case/matter for communicating to a supervisor <p>Activity 2. Under supervision, on a daily basis assist the legal services team carrying out research and presenting the information by</p> <ul style="list-style-type: none">○ identifying the most appropriate sources of up to date information○ sourcing appropriate forms○ knowing the appropriate sources (i.e. organisations/websites) to obtain/submit the relevant forms, and verifying the important timelines for submission <p>Activity 3. Under supervision on a regular basis (once a week) assist the legal services team with drafting documents by</p> <ul style="list-style-type: none">○ drafting standard communications○ using standard templates○ collating documentation		
Learning goals	TQ Reference	
On the placement the student will need to further develop and hone though activity 1:	<i>[Insert corresponding reference]</i>	

Employability Skills

- Communicating: active listening, use of visual, oral and written methods, engaging an audience, sharing, building rapport, adapting style and tone
- Working in a team: Working with others with different skills, expertise and experience to accomplish a task or goal.
- Investigating: identifying sources, developing search criteria/queries, interrogating data, designing and carrying out tests
- Recording: transcribing, noting, capturing, saving, storing

Technical Skills

- Students outline the chronological steps in/process of a non-complex case
- Students explain the typical types of information required to progress a noncomplex residential freehold sale or purchase
- Students explain the main roles and terms associated with a specific area of Private Client law e.g. for Probate: Personal Representatives - Beneficiaries, Creditors, Executor, Administrator, Guardians, and Trustees

On the placement the student will need to further develop and hone though activity 2:

Employability Skills

- Investigating: identifying sources, developing search criteria/queries, interrogating data, designing and carrying out tests
- Evaluating: considering and appraising process and evidence, making recommendations
- Presenting: conveying information to an audience to stimulate discussion, and/or secure consistent understanding

Technical Skills

- Students source typical forms
- Under supervision and for checking by the legal services team, students accurately complete typical forms
- Students verify important timelines for submission
- Students understand legislation related to a matter

On the placement the student will need to further develop and hone though activity 3:

Employability Skills

- Recording: transcribing, noting, capturing, saving, storing

from the TQ content]

<ul style="list-style-type: none"> • Communicating: active listening, use of visual, oral and written methods, engaging an audience, sharing, building rapport, adapting style and tone • Working in a team: working with others with different skills, expertise and experience to accomplish a task or goal • Self-managing monitoring, reflecting and inviting feedback on own performance, managing time, setting personal goals, referring to others for advice <p>Technical Skills</p> <ul style="list-style-type: none"> • Under supervision, students complete the typical pro forma templates used to collate required information • Under supervision, students draft standard communications, for example letters and emails • Students collate appropriate documentation relevant to the legal matter • Students can understand how to use a case management system e.g. create documents and record time 	
<p>Minimum starting requirements</p>	
<ul style="list-style-type: none"> • Attendance at induction day • An introduction to the organisation/firm, how it works, the processes and how it is structured e.g. the departments/partners • Introduction to work colleagues and location • Health and safety and security at work 	
<p>Suggested prior learning</p>	
<ul style="list-style-type: none"> • Knowledge <ul style="list-style-type: none"> ○ Sources of knowledge ○ An awareness of knowledge relevant to the Private Client sector of the Industry Placement <ul style="list-style-type: none"> ▪ Land Law ▪ Wills, Succession and Intestacy ▪ Family law ▪ Standard forms ○ The importance of maintaining privacy and confidentiality • Typical workplace behaviours needed for role, including: <ul style="list-style-type: none"> ○ Confidentiality ○ Punctuality ○ Ability to work independently and to take responsibility ○ Initiative ○ A thorough and organised approach ○ Team participation ○ Professional approach ○ Communicating with a range of people ○ Adhering to general process and procedures 	

T Level: Legal

Occupational Specialism: Legal Services Assistant Crime and the Criminal Justice System

Role Profile [INDICATIVE EXAMPLE]

Role Title	Working Pattern	To be agreed between the provider and employer
Legal services support assistant (Crime and the Criminal Justice System)	Duration	315 hours
Objective(s)		
<ul style="list-style-type: none"> To support the Legal team by assisting with day to day operational, research and administration tasks to maintain legal service delivery 		
Typical Activities		
<p>Activity 1. Under supervision, on a regular basis assist the legal services team with the progression of a case by</p> <ul style="list-style-type: none"> reviewing and summarising relevant documentation recording accurate attendance notes from a case hearing or conference preparing and collating materials for court or client conference? <p>Activity 2. Under supervision, on a daily basis assist the legal services team carrying out research by</p> <ul style="list-style-type: none"> using legal texts and online resources to identify current relevant guidelines or cases relevant to sentencing identifying statutory or common law defences for a particular criminal offence accessing online data to support client statements <p>Activity 3. Under supervision on a regular basis assist the legal services team with drafting documents by</p> <ul style="list-style-type: none"> drafting standard letters and application forms using standard templates/precedents completing legal aid forms and court fines means forms 		
Learning goals	TQ Reference	
On the placement the student will need to further develop and hone though activity 1:	<i>[Insert corresponding reference from the TQ content]</i>	
Employability Skills		

- Investigating: identifying sources, developing search criteria/queries, interrogating data, designing and carrying out tests
- Recording: transcribing, noting, capturing, saving, storing
- Presenting: conveying information to an audience to stimulate discussion, and/or secure consistent understanding
- Observing: situational awareness, monitoring

Technical Skills

- Under supervision and working as part of a team, students summarise an offence and possible defences and present orally or in writing for checking
- Students attend case hearings and conferences and make accurate records of those meetings
- Under supervision, students prepare and collate bundles for a jury

On the placement the student will need to further develop and hone though activity 2:

Employability Skills

- Investigating: identifying sources, developing search criteria/queries, interrogating data, designing and carrying out tests
- Evaluating: considering and appraising process and evidence, making recommendations
- Presenting: conveying information to an audience to stimulate discussion, and/or secure consistent understanding

Technical skills

- Under supervision, students use legal text and online resources to locate and reference an outline for the legal services team, the current sentencing guidelines and/or key sentencing case law
- Students research and identify statutory defences for a particular criminal offence to present to a legal services supervisor
- Under supervision, students show the ability to access online data or reports to support clients account or defence statement

On the placement the student will need to further develop and hone though activity 3:

Employability Skills

- Recording: transcribing, noting, capturing, saving, storing

<ul style="list-style-type: none"> • Communicating: active listening, use of visual, oral and written methods, engaging an audience, sharing, building rapport, adapting style and tone • Working in a team: working with others with different skills, expertise and experience to accomplish a task or goal • Self-managing monitoring, reflecting and inviting feedback on own performance, managing time, setting personal goals, referring to others for advice <p>Technical skills</p> <ul style="list-style-type: none"> • Students draft standard client care and file storage letters, for checking by the legal services team and amend as appropriate • Under supervision, draft a proposed indictment using examples and templates for a supervisor • Students show a basic understanding of criminal procedure rules and explain them to the legal services team • Students can understand how to use a case management system e.g. create documents and record time 	
<p>Minimum starting requirements</p>	
<ul style="list-style-type: none"> • Attendance at induction day • An introduction to the organisation/firm, how it works, the processes and how it is structured e.g. the departments/partners • Introduction to work colleagues and location • Health and safety and security at work • Personal security 	
<p>Suggested prior learning</p>	
<ul style="list-style-type: none"> • Knowledge <ul style="list-style-type: none"> ○ An awareness of court requirements ○ How to navigate Key practitioners' texts ○ Criminal procedure ○ An understanding of general defences ○ An awareness of legal aid rules ○ An understanding of how to use online tools and standalone applications consistent with the duties of lawyers ○ An awareness of the online and virtual court system ○ The importance of maintaining privacy and confidentiality • Typical workplace behaviours needed for role, including: <ul style="list-style-type: none"> ○ Confidentiality ○ Ability to work independently and to take responsibility ○ Initiative ○ A thorough and organised approach ○ Team participation ○ Professional approach 	

- Communicating with a range of people
- Adhering to general process and procedures

T Level: Legal

Occupational Specialism: Legal Services Assistant Social Welfare and Immigration

Role Profile [INDICATIVE EXAMPLE]

Role Title	Working Pattern	To be agreed between the provider and employer
Legal services support assistant (Social Welfare)	Duration	315 hours
Objective(s)		
<ul style="list-style-type: none"> To support the Legal team by assisting with day to day operational, research and administration tasks to maintain legal service delivery 		
Typical Activities		
<p>Activity 1: Working in a team, on a regular basis (at least once a week) assist with the progression of a housing case by</p> <ul style="list-style-type: none"> o assessing evidence in a case o identifying key relevant information and conveying this accurately to the team o outlining the relevant court procedure and powers of a court in a housing matter for onward communication to a client <p>Activity 2: Under supervision, on a regular basis (at least once a week) present research findings by</p> <ul style="list-style-type: none"> o identifying the most appropriate sources of up to date information o assessing grounds for possession with reference to a case o presenting an assessment of a case <p>Activity 3: Under supervision on a regular basis (once a week) assist the legal services team with drafting documents by</p> <ul style="list-style-type: none"> o drafting standard letters o drafting chronologies for a court hearing o completing standard court forms 		
Learning goals	TQ Reference	
On the placement the student will need to further develop and hone though activity 1:	<i>[Insert corresponding reference from the TQ content]</i>	
Employability Skills		
<ul style="list-style-type: none"> Evaluating: considering and appraising process and evidence, making recommendations 		

- Investigating: identifying sources, developing search criteria/queries, interrogating data, designing and carrying out tests
- Presenting: conveying information to an audience to stimulate discussion, and/or secure consistent understanding
- Self-managing monitoring, reflecting and inviting feedback on own performance, managing time, setting personal goals, referring to others for advice

Technical Skills

- Working from case notes, students assess a clients' eligibility for Legal Aid
- Students assess a case for eligibility for Housing Benefit and other relevant benefits for checking by a supervisor and accurately convey the key relevant information
- Students understand and can explain the relevant court procedure and powers of a court in a housing matter

On the placement the student will need to further develop and hone though activity 2:

Employability Skills

- Investigating: identifying sources, developing search criteria/queries, interrogating data, designing and carrying out tests
- Evaluating: considering and appraising process and evidence, making recommendations
- Presenting: conveying information to an audience to stimulate discussion, and/or secure consistent understanding

Technical skills 2

- Students identify and use the most appropriate sources of up to date information
- Students present an assessment of a case, including potential claims, counter claims and defences for review by a supervisor
- Students research and identify the main defences to a possession claim and identifying potential disrepair claims and counterclaims for review by a supervisor

On the placement the student will need to further develop and hone though activity 3:

Employability Skills

- Recording: transcribing, noting, capturing, saving, storing

<ul style="list-style-type: none"> • Communicating: active listening, use of visual, oral and written methods, engaging an audience, sharing, building rapport, adapting style and tone • Working in a team: working with others with different skills, expertise and experience to accomplish a task or goal • Planning: identifying discrete steps, estimating time and resources, prioritising, coordinating, sequencing activity <p>Technical skills 3</p> <ul style="list-style-type: none"> • Students draft standard client care letter and standard advice letter in, for example, a Housing matter in a possession claim, for checking by the legal services team and amend as appropriate • Students draft chronologies for a court hearing in relation to a housing matter • Complete standard court forms such as applying for or responding to a small claim for rent arrears • Students can understand how to use a case management system e.g. create documents and record time 	
<p>Minimum starting requirements</p>	
<ul style="list-style-type: none"> • Attendance at induction day • An introduction to the organisation/firm, how it works, the processes and how it is structured e.g. the departments/partners • Introduction to work colleagues and location • Health and safety and security at work • Personal security 	
<p>Suggested prior learning</p>	
<ul style="list-style-type: none"> • Knowledge <ul style="list-style-type: none"> ○ An awareness of court requirements ○ Characteristics of a client care letter ○ Key housing legislation ○ Court procedures and powers of a court relevant to social welfare ○ The importance of maintaining privacy and confidentiality • Typical workplace behaviours needed for role, including: <ul style="list-style-type: none"> ○ Confidentiality ○ Ability to work independently and to take responsibility ○ Initiative ○ A thorough and organised approach ○ Team participation ○ Professional approach ○ Communicating with a range of people ○ Adhering to general process and procedures 	

T Level: Legal

Occupational Specialism: Legal Services Assistant Business, Finance and Employment

Role Profile [INDICATIVE EXAMPLE]

Role Title	Working Pattern	To be agreed between the provider and employer
Legal services support assistant (Business, Finance and Employment)	Duration	315 hours
Objective(s)		
To support the Legal team by assisting with day to day operational, research and administration tasks to maintain legal services delivery		
Typical Activities		
<p>Activity 1. Under supervision, support the Legal team on a regular basis (at least once a week), to advance the initial stages of instructions from a business entity by</p> <ul style="list-style-type: none"> ○ communication with internal colleagues ○ fact finding to capture initial information ○ recording information accurately on standard file templates <p>Activity 2. Under supervision, support the Legal team on a regular basis (at least once a week), to analyse facts for potential issue in a business situation to establish legal significance by</p> <ul style="list-style-type: none"> ○ carrying out research and summarising a set of facts relating to an issue ○ using databases to find key information ○ collating evidence to support decision making <p>Activity 3. Under supervision, assist in the production of simple legal papers and communications for the business, on a regular basis (at least once a week) by</p> <ul style="list-style-type: none"> ○ preparing routine minutes and resolutions ○ using standard forms ○ drafting agreements 		
Learning goals	TQ Reference	
On the placement the student will need to further develop and hone though activity 1:	<i>[Insert corresponding reference from the TQ content]</i>	
Employability Skills		

- Communicating: active listening, use of visual, oral and written methods, engaging an audience, sharing, building rapport, adapting style and tone
- Investigating: identifying sources, developing search criteria/queries, interrogating data, designing and carrying out tests
- Recording: transcribing, noting, capturing, saving, storing
- Self-managing: monitoring, reflecting and inviting feedback on own performance, managing time, setting personal goals, referring to others for advice

Technical Skills

- Students assist with the progression of the initial stages of taking instructions for a business or commercial entity
- Under supervision, students prepare, for example Companies House, documents for lodging
- Students record information such as critical dates in a business transaction

On the placement the student will need to further develop and hone though activity 2:

Employability Skills

- Communicating: active listening, use of visual, oral and written methods, engaging an audience, sharing, building rapport, adapting style and tone
- Investigating: identifying sources, developing search criteria/queries, interrogating data, designing and carrying out tests
- Self-managing: monitoring, reflecting and inviting feedback on own performance, managing time, setting personal goals, referring to others for advice

Technical Skills

- Students use legal databases such as Companies House, searches through the Insolvency Service website and the Land Registry
- Students present summaries of relevant cases for consideration as evidence
- Students record information on standard forms and in a way that follows the business' policies and procedures

On the placement the student will need to further develop and hone though activity 3:

Employability Skills

- Evaluating: considering and appraising process and evidence, making recommendations
- Recording: transcribing, noting, capturing, saving, storing

<ul style="list-style-type: none"> • Communicating: active listening, use of visual, oral and written methods, engaging an audience, sharing, building rapport, adapting style and tone • Self-managing: monitoring, reflecting and inviting feedback on own performance, managing time, setting personal goals, referring to others for advice <p>Technical Skills</p> <ul style="list-style-type: none"> • Under supervision, students use standard forms and precedents and recognise the precedents' limitations • Students assist with the preparation of statutory demands or contracts for review • Students assist with the drafting of partnership or agency agreements for review • Students can understand how to use a case management system e.g. create documents and record time 	
Minimum starting requirements	
<ul style="list-style-type: none"> • Attendance at induction day • An introduction to the organisation/firm, how it works, the processes and how it is structured e.g. the departments/partners • Introduction to work colleagues and location • Health and safety and security at work 	
Suggested prior learning	
<ul style="list-style-type: none"> • Knowledge <ul style="list-style-type: none"> ○ Research skills ○ Sources of knowledge <ul style="list-style-type: none"> ▪ consideration of legal information from various sources of business law and an understanding of legal reasoning ○ The importance of maintaining privacy and confidentiality ○ How businesses are formed and financed ○ Basic principles of finance and employment law • Typical workplace behaviours needed for role, including: <ul style="list-style-type: none"> ○ Confidentiality ○ Punctuality ○ Ability to work independently and to take responsibility ○ Initiative ○ A thorough and organised approach ○ Team participation ○ Professional approach ○ Communicating with a range of people ○ Adhering to general process and procedures 	

T Level: Finance

Occupational Specialism: Investment Banking and Asset and Wealth Management Analyst

Role Profile [INDICATIVE EXAMPLE]

Role Title	Working Pattern	To be agreed between the provider and employer
Assistant analyst (Retail and Commercial Banking Analyst)	Duration	315 hours
Objective(s)		
To assist the team by providing analytical support, responding to demands for products and services and reviewing information to ensure team and organisation efficiency and productivity		
Typical Activities		
<p>Activity 1. Under supervision, prepare relevant documentation on a regular basis (at least once a week) in response to demands for a product or service</p> <ul style="list-style-type: none"> ○ reviewing, classifying and storing information in the organisation's established format ○ sourcing relevant facts and information ○ proposing solutions <p>Activity 2. Under supervision, support the team on a regular basis (at least once a week), to identify risks in products or service by</p> <ul style="list-style-type: none"> ○ selecting and using appropriate measurement tools ○ preparing documentation ○ explaining the risk findings for a given product or service to the team <p>Activity 3. Under supervision on a regular basis (at least once a week) review sets of relevant information by</p> <ul style="list-style-type: none"> ○ collecting and collating information ○ using appropriate software tools ○ making conclusions and presenting options ○ attending client meetings as appropriate 		
Learning goals	TQ Reference	
On the placement the student will need to further develop and hone though activity 1:	<i>[Insert corresponding reference from the TQ content]</i>	
Employability Skills		

- Analysing: identifying common features, organising into types, discerning patterns, deconstructing, classifying, ordering
- Solving problems: apply a logical approach to identifying issues and propose solutions.
- Decision making: clarifying logical choices, identifying likely impact, using evidence and advice, justifying, substantiating, concluding

Technical Skills

- Students identify customers'/clients' needs
- Students explain key features of selected products and services in retail and commercial banking using non-technical language as appropriate
- Working as part of a team, students identify customers'/clients' needs through fact-finding techniques and suggest solutions through research and analysis

On the placement the student will need to further develop and hone though activity 2:

Employability Skills

- Assessing Risks: assessing a situation, a proposal, a product or process for potential adverse effects.
- Evaluating: considering and appraising process and evidence, making recommendations
- Solving problems: apply a logical approach to identifying issues and propose solutions.
- Recording: transcribing, noting, capturing, saving, storing

Technical Skills

- Working as part of a team, students evaluate the level of risk of selected products and services
- Under supervision, in terms of personal risk, students complete organisational score cards and assessment forms
- Students explain potential risks and benefits of selected products and services for review by the team
- Under supervision, in terms of personal risk, students complete organisational score cards and assessment forms

On the placement the student will need to further develop and hone though activity 3:

Employability Skills

- Decision making: clarifying logical choices, identifying likely impact, using evidence and advice, justifying, substantiating, concluding
- Evaluating: considering and appraising process and evidence, making recommendations

<ul style="list-style-type: none"> • Presenting: conveying information to an audience to stimulate discussion, and/or secure consistent understanding <p>Technical Skills</p> <ul style="list-style-type: none"> • Students collect and collate relevant information and data from a range of sources • Students use appropriate tools and methods to enable analysis • Students sense check information and options, review, changes, trends and be able to arrive at insightful conclusions • Students present findings taking into account audiences • Students understand judgement making 	
<p>Minimum starting requirements</p>	
<ul style="list-style-type: none"> • Attendance at induction day • An understanding of how the firm works: e.g. how it is structured and the departments within it • Introduction to work colleagues and location • Health and safety and security at work • Personal security • Anti-Money Laundering, Financial Crime and Cyber security training 	
<p>Suggested prior learning</p>	
<ul style="list-style-type: none"> • Knowledge <ul style="list-style-type: none"> ○ Research Skills ○ Commercial awareness ○ Financial crime ○ Awareness of the financial services industry ○ Purpose and technical content of products and services within retail and commercial banking ○ Key principles of credit and lending ○ Digital tools used in financial services ○ Key risks involved in different product types ○ Sources of financial information and data ○ Principles and practices for analysing financial information and data • Typical workplace behaviours needed for role, including: <ul style="list-style-type: none"> ○ Honesty, integrity, and ethical behaviour ○ Confidentiality ○ Punctuality ○ Ability to work independently and to take responsibility ○ Initiative ○ A thorough and organised approach ○ Team participation 	

- Communicating with a range of people
- Adhering to process and procedures

T Level: Finance

Occupational Specialism: Retail and Commercial Banking Analyst

Role Profile [INDICATIVE EXAMPLE]

Role Title	Working Pattern	To be agreed between the provider and employer
Assistant analyst (Investment Banking and Asset and Wealth Management Analyst)	Duration	315 hours
Objective(s)		
To assist the team by providing analytical support, drafting responses to requests for proposals for products and services and reviewing information to ensure customer satisfaction, team and organisation efficiency		
Typical Activities		
<p>Activity 1. Under supervision, prepare documentation on a regular basis (at least once a week) in response to requests for proposals for investment products or services</p> <ul style="list-style-type: none"> ○ reviewing, classifying and storing information in the organisation's established format ○ sourcing relevant facts and information ○ proposing solutions <p>Activity 2. Under supervision, support the team on a regular basis (at least once a week), to identify risks in products or services by</p> <ul style="list-style-type: none"> ○ selecting and using appropriate measurement tools ○ preparing documentation ○ explaining the risk findings for a given product or service to the team <p>Activity 3. Under supervision on a regular basis (at least once a week) review sets of business and product information by</p> <ul style="list-style-type: none"> ○ collecting and collating information ○ using appropriate software tools ○ making conclusions and presenting options 		
Learning goals	TQ Reference	
On the placement the student will need to further develop and hone though activity 1:	<i>[Insert corresponding reference from the TQ content]</i>	
Employability Skills		

- Analysing: identifying common features, organising into types, discerning patterns, deconstructing, classifying, ordering
- Solving problems: apply a logical approach to identifying issues and propose solutions.
- Decision making: clarifying logical choices, identifying likely impact, using evidence and advice, justifying, substantiating, concluding

Technical Skills

- Students identify customers'/clients' investment needs
- Students explain key features of selected products and services in asset and wealth management using non-technical language as appropriate
- Under supervision, students prepare key information documentation for a customer to help them access a product or service that meets their need

On the placement the student will need to further develop and hone though activity 2:

Employability Skills

- Assessing Risks: assessing a situation, a proposal, a product or process for potential adverse effects.
- Evaluating: considering and appraising process and evidence, making recommendations
- Solving problems: apply a logical approach to identifying issues and propose solutions.
- Recording: transcribing, noting, capturing, saving, storing

Technical Skills

- Working as part of a team, students evaluate the level of risk of selected products and services for consideration by the internal team
- Under supervision, students prepare relevant documentation for a credit assessment
- Students explain potential risks and benefits of selected products and services for review by the internal team
- Students understand judgement making

On the placement the student will need to further develop and hone though activity 3:

Employability Skills

- Decision making: clarifying logical choices, identifying likely impact, using evidence and advice, justifying, substantiating, concluding
- Evaluating: considering and appraising process and evidence, making recommendations

<ul style="list-style-type: none"> • Presenting: conveying information to an audience to stimulate discussion, and/or secure consistent understanding <p>Technical Skills</p> <ul style="list-style-type: none"> • Students collect and collate relevant information and data from a range of sources on business, product or market information • Students use appropriate tools and methods to enable analysis • Students sense check information and options, review, changes, trends and be able to arrive at insightful conclusions • Students use a variety of visualisation and presentation techniques such as word, power point or excel • Students present findings taking into account audiences 	
<p>Minimum starting requirements</p>	
<ul style="list-style-type: none"> • Attendance at induction day • An understanding of how the firm works: e.g. how it is structured and the departments within it • Introduction to work colleagues and location • Health and safety and security at work • Personal security • Anti-Money Laundering, Financial Crime and Cyber security training 	
<p>Suggested prior learning</p>	
<ul style="list-style-type: none"> • Knowledge <ul style="list-style-type: none"> ○ Research skills <ul style="list-style-type: none"> ▪ the breadth of sources of knowledge ▪ reliability and accuracy of sources ○ Commercial awareness ○ Financial crime ○ Awareness of the financial services industry ○ Awareness of life and corporate cycle and product lifecycles e.g. banking and insurance products ○ Awareness of capital markets and investment banking ○ Awareness of the investment banking and asset and wealth management ○ Purpose and technical content of products and services within ○ Concept of investment risk and risk management ○ Key risks involved in different product types ○ Different ways of analysing and reporting data including the use of digital tools • Typical workplace behaviours needed for role, including: <ul style="list-style-type: none"> ○ Honesty, integrity and ethical behaviour 	

- Confidentiality
- Punctuality
- Ability to work independently and to take responsibility
- Initiative
- A thorough and organised approach
- Team participation
- Communicating with a range of people
- Adhering to process and procedures

T Level: Finance

Occupational Specialism: Insurance Practitioner

Role Profile [INDICATIVE EXAMPLE]

Role Title	Working Pattern	To be agreed between the provider and employer
Assistant analyst (Insurance)	Duration	315 hours
Objective(s)		
To assist the Insurance team by providing analytical, documentation and data analysis support to ensure customer acquisition, retention, and team and organisational efficiency		
Typical Activities		
<p>Activity 1. Under supervision, deal with client queries on a daily basis by</p> <ul style="list-style-type: none"> ○ identifying a customer's needs ○ sourcing relevant facts and information ○ using standard insurance documentation <p>Activity 2. Under supervision, support the team on a regular basis (at least once a week), to produce insurance industry reports by</p> <ul style="list-style-type: none"> ○ undertaking market research ○ preparing and information in different formats <p>Activity 3. Under supervision, support the team on a regular basis (at least once a week) to process and analyse data about customers/clients by</p> <ul style="list-style-type: none"> ○ collecting and collating information ○ using appropriate software tools ○ making conclusions and presenting options 		
Learning goals	TQ Reference	
<p>On the placement the student will need to further develop and hone though activity 1:</p> <p>Employability Skills</p> <ul style="list-style-type: none"> • Communicating: active listening, use of visual, oral and written methods, engaging an audience, sharing, building rapport, adapting style and tone • Investigating: identifying sources, developing search criteria/queries, interrogating data, designing and carrying out tests • Recording: transcribing, noting, capturing, saving, storing 	<p><i>[Insert corresponding reference from the TQ content]</i></p>	

- Solving problems: apply a logical approach to identifying issues and propose solutions

Technical Skills

- Under supervision, students identify a customer's insurance needs
- Under supervision, students explain relevant insurance products and services in non-technical language
- Students explain the insurance claims process
- Students produce a relevant insurance proposal and recommendations for checking by a supervisor

On the placement the student will need to further develop and hone though activity 2:

Employability Skills

- Planning: identifying discrete steps, estimating time and resources, prioritising, coordinating, sequencing activity
- Investigating: identifying sources, developing search criteria/queries, interrogating data, designing and carrying out tests
- Evaluating: considering and appraising process and evidence, making recommendations
- Recording: transcribing, noting, capturing, saving, storing
- Self-managing monitoring, reflecting and inviting feedback on own performance, managing time, setting personal goals, referring to others for advice

Technical Skills

- Working as part of a team, students identify the competitor landscape for a given area of insurance
- Under supervision, students draw conclusions from the analysis of data and other relevant information
- Students prepare a market research report
- Students present findings to the internal team

On the placement the student will need to further develop and hone though activity 3:

Employability Skills

- Investigating: identifying sources, developing search criteria/queries, interrogating data, designing and carrying out tests
- Evaluating: considering and appraising process and evidence, making recommendations
- Decision making: clarifying logical choices, identifying likely impact, using evidence and advice, justifying, substantiating, concluding

<ul style="list-style-type: none"> • Presenting: conveying information to an audience to stimulate discussion, and/or secure consistent understanding <p>Technical Skills</p> <ul style="list-style-type: none"> • Under supervision, students collect and collate relevant information and data from a range of sources • Students, select and use appropriate tools to perform analysis e.g. to track client acquisition and retention • Students examine large volume of data and establish trends/find patterns • Students test data to check for errors or invalid results • Under supervision, students make sure that the insurance options suggested make sense for the client's circumstances • Students present findings taking into account audiences • Students understand judgement making 	
<p>Minimum starting requirements</p>	
<ul style="list-style-type: none"> • Attendance at induction day • An understanding of how the Industry Placement firm works: e.g. how it is structured and the departments • Introduction to work colleagues and location • Health and safety and security at work • Personal security • Anti-Money Laundering, Financial Crime and Cyber security training 	
<p>Suggested prior learning</p>	
<ul style="list-style-type: none"> • Knowledge <ul style="list-style-type: none"> ○ Research skills <ul style="list-style-type: none"> ▪ the breadth of sources of knowledge ▪ reliability and accuracy of sources ○ Commercial awareness ○ Financial crime ○ Awareness of the financial services industry ○ Awareness of the insurance market, insurance law, products and services ○ Awareness of general insurance and internal compliance activities ○ Key risks involved in different product types ○ Different ways of analysing and reporting data including the use of digital tools • Typical workplace behaviours needed for role, including: <ul style="list-style-type: none"> ○ Honesty, integrity and ethical behaviour ○ Confidentiality ○ Punctuality ○ Ability to work independently and to take responsibility 	

- Initiative
- A thorough and organised approach
- Team participation
- Communicating with a range of people
- Adhering to process and procedures

T Level: Finance

Occupational Specialism: Financial Compliance / Risk Analyst

Role Profile [INDICATIVE EXAMPLE]

Role Title	Working Pattern	To be agreed between the provider and employer
Assistant analyst (Compliance and Risk)	Duration	315 hours
Objective(s)		
To assist the team in the provision of support and guidance to ensure that the organisation complies with legislative requirements whilst meeting customer needs		
Typical Activities		
<p>Activity 1. Under supervision, on a regular basis (at least once a week) assist the team to track organisational compliance by</p> <ul style="list-style-type: none"> ○ tracking regulatory updates ○ reviewing organisational materials such as policies, procedures, marketing materials, presentations and websites to check up to date compliance ○ recording findings in standard organisation format <p>Activity 2. Under supervision, support the team on a regular basis (at least once a week), to communicate risk in an organisation's activities by</p> <ul style="list-style-type: none"> ○ selecting and using appropriate measurement tools ○ preparing documentation ○ explaining the risk findings for a given product or service to the team <p>Activity 3. Under supervision, support the team on a regular basis (at least once a week) to process and analyse data by</p> <ul style="list-style-type: none"> ○ collecting and collating information ○ using appropriate software tools ○ making conclusions ○ preparing reports and presenting options 		
Learning goals	TQ Reference	
On the placement the student will need to further develop and hone through activity 1:	<i>[Insert corresponding reference from the TQ content]</i>	
Employability Skills		
<ul style="list-style-type: none"> • Investigating: identifying sources, developing search criteria/queries, interrogating data, designing and carrying out tests 		

- Analysing: identifying common features, organising into types, discerning patterns, deconstructing, classifying, ordering
- Recording: transcribing, noting, capturing, saving, storing

Technical Skills

- Students understand processes and regulation relating to external customers/clients
- Working as part of a team, students analyse real organisation scenarios or case studies and propose basic solutions and courses of action
- Students perform basic research on customers/ clients (i.e. companies) using the internet or publicly available information

On the placement the student will need to further develop and hone though activity 2:

Employability Skills

- Investigating: identifying sources, developing search criteria/queries, interrogating data, designing and carrying out tests
- Evaluating: considering and appraising process and evidence, making recommendations
- Assessing Risks: assessing a situation, a proposal, a product or process for potential adverse effects
- Critical thinking: questioning, evaluating pros and cons, using logic and reasoned argument, synthesising and concluding
- Presenting: conveying information to an audience to stimulate discussion, and/or secure consistent understanding

Technical Skills

- Under supervision, students use and interpret variety of metrics to explain risks, analyse products, clients, portfolios
- Students explain risk implications of different products and services to internal colleagues
- Students communicate risk concepts to a non-technical audience

On the placement the student will need to further develop and hone though activity 3:

Employability Skills

- Investigating: identifying sources, developing search criteria/queries, interrogating data, designing and carrying out tests

<ul style="list-style-type: none"> • Evaluating: considering and appraising process and evidence, making recommendations • Critical thinking: questioning, evaluating pros and cons, using logic and reasoned argument, synthesising and concluding • Presenting: conveying information to an audience to stimulate discussion, and/or secure consistent understanding <p>Technical Skills</p> <ul style="list-style-type: none"> • Students, select and use appropriate tools to perform analysis • Students examine large volume of data and establish trends/find patterns • Working as part of a team, students contribute to the preparation of summary and impact analysis on client/ own firm within the context of a regulatory rule • Students present findings taking into account audiences • Students understand judgement making 	
<p>Minimum starting requirements</p>	
<ul style="list-style-type: none"> • Attendance at induction day • An understanding of how the firm works: e.g. how it is structured and the departments • Introduction to work colleagues and location • Health and safety and security at work • Personal security • Anti-Money Laundering, Financial Crime and Cyber security training 	
<p>Suggested prior learning</p>	
<ul style="list-style-type: none"> • Knowledge <ul style="list-style-type: none"> ○ Research skills <ul style="list-style-type: none"> ▪ the breadth of sources of knowledge ▪ reliability and accuracy of sources ○ Awareness of Credit, Market and Operational risks ○ Commercial awareness ○ Financial crime ○ Awareness of the financial services industry ○ Awareness of the Financial Services legal and regulatory framework ○ Risk and compliance frameworks, policies and procedures ○ Basic consideration of how risk can be managed and controlled ○ Different ways of analysing and reporting data including the use of digital tools • Typical workplace behaviours needed for role, including: <ul style="list-style-type: none"> ○ Honesty, integrity and ethical behaviour ○ Confidentiality 	

- Punctuality
- Ability to work independently and to take responsibility
- Initiative
- A thorough and organised approach
- Team participation
- Communicating with a range of people
- Resilience

T Level: Accounting

Occupational Specialism: Assistant Accountant

Role Profile [INDICATIVE EXAMPLE]

Role Title	Working Pattern	To be agreed between the provider and employer
Accounts support assistant	Duration	315 hours
Objective(s)		
To assist in everyday accounting activities to ensure workflow and organisational efficiency		
Typical Activities		
<p>Activity 1. Under supervision, assist with the compilation of various reports on a regular basis (at least twice a week)</p> <p>Activity 2. Working as part of a team to support with analytical projects on a regular basis (at least once a week)</p> <p>Activity 3. Under supervision, support company record keeping on a regular basis (at least once a week)</p>		
Learning goals		TQ Reference
<p>On the placement the student will need to further develop and hone though activity 1:</p> <p>Employability Skills</p> <ul style="list-style-type: none"> Analysing: identifying common features, organising into types, discerning patterns, deconstructing, classifying, ordering Solving problems: apply a logical approach to identifying issues and propose solutions Investigating: identifying sources, developing search criteria/queries, interrogating data, designing and carrying out tests <p>Technical Skills</p> <ul style="list-style-type: none"> Understanding the principles and concepts of double entry bookkeeping for recording and processing financial data Using contemporary digital tools to produce reports for review 		<p><i>[Insert corresponding reference from the TQ content]</i></p>

- Under supervision, students calculate period end routines and adjustments

On the placement the student will need to further develop and hone though activity 2:

Employability Skills

- Analysing: identifying common features, organising into types, discerning patterns, deconstructing, classifying, ordering
- Evaluating: considering and appraising process and evidence, making recommendations
- Solving problems: apply a logical approach to identifying issues and propose solutions
- Working in a team: working with others with different skills, expertise and experience to accomplish a task or goal
- Communicating: active listening, use of visual, oral and written methods, engaging an audience, sharing, building rapport, adapting style and tone

Technical Skills

- Under supervision, students perform ratio analysis and prepare an interpretation of the results of calculations for review by a supervisor
- Under supervision, students prepare cash flow forecasts
- Under supervision, students use data analytic technology to carry out an analysis of business performance for review by a supervisor

On the placement the student will need to further develop and hone though activity 3:

Employability Skills

- Investigating: identifying sources, developing search criteria/queries, interrogating data, designing and carrying out tests
- Evaluating: considering and appraising process and evidence, making recommendations
- Recording: transcribing, noting, capturing, saving, storing
- Presenting: conveying information to an audience to stimulate discussion, and/or secure consistent understanding

Technical Skills

- Understanding types of accounting errors
- Working as part of a team, students evaluate completeness and quality of source data

<ul style="list-style-type: none"> • Under supervision, students identify errors and omissions, analyse them and make corrections or refer them to the appropriate person 	
<p>Minimum starting requirements</p>	
<ul style="list-style-type: none"> • Attendance at induction day • Introduction to work colleagues and location • Health and safety and security at work • Personal security 	
<p>Suggested prior learning</p>	
<ul style="list-style-type: none"> • Knowledge <ul style="list-style-type: none"> ○ Research Skills ○ Fundamentals of financial and management accounting ○ Roles across different business functions and types of organisations ○ Purpose of primary financial statements ○ The importance of judgement • Typical workplace behaviours needed for role, including: <ul style="list-style-type: none"> ○ Ethics and integrity ○ Confidentiality ○ Punctuality ○ Ability to work independently and to take responsibility ○ Initiative ○ A thorough and organised approach ○ Team working and collaboration ○ Adhering to process and procedures 	