

# **T-LEVELS**

**THE NEXT LEVEL QUALIFICATION**

## **T Level Business Course Overview**

### **Summary**

This T-Level course is for students who are interested into entering a career in management and administration. It is designed by key employers and stakeholders to prepare you to enter this career either through further training or study.

Students learn in bespoke classrooms where they learn about the intricacies of businesses, leading teams and networking with others.

Industry Work Placements play a vital part of the T-Level programme and students will spend over 315 hours with 1 or 2 employers over the 2 years. The knowledge and skills taught and developed in the classroom can be refined during this time and designated industry professionals will support students to progress and become competent.

As this T-Level qualification is the equivalent to 3 A-Levels and carries the same amount of UCAS points as these, progress onto a related university course is a possibility.

### **Course content**

You will develop an understanding of a broad range of issues relevant to the sector, including:

- business context an overview of organisational cultures and values, different types of internal and external stakeholder, different forms of governance and the impact of organisations on society and the environment
- project and change management an understanding of the common change management theories and models and how to support and improve projects
- business behaviours the importance of good communication and adapting social communication styles to professional standards and according to purpose, medium and audience
- quality and compliance the importance of maintaining and improving quality in all aspects of public and private sector organisations

### **Assessment**

Your core (Management & Administration) component is assessed through two exam papers and externally set project by the employer. These will be graded A\* - E.

Your occupational specialism component as assessed by an externally set assignment. This will be graded pass, merit or distinction.

### **Progression**

Upon successful completion of the Business and Administration T Level programme, you will be well-prepared for various career opportunities in business and administration and business support, including:

Office Manager: Oversee office operations, personnel, and administrative processes.

Team Leader: Lead teams and departments, coordinating tasks and facilitating communication