

# T-Level Management and Administration Transition Activities

## Preparing to study T-Level Management and Administration

This pack contains two activities and some reading to prepare you for starting T-Level Management and Administration in September.

***'T Levels are the new gold standard for technical education'***



### **Activity 1**

Please answer questions 1 to 6 below. You may want to undertake some research to answer each question. 'Tutor 2u' videos on YouTube would be a good starting point for independent research.

1. How are organisations structured and managed?
2. What are the roles and responsibilities of people in an organisation?
3. What is the purpose of an organisational objective?
4. Who is responsible for ensuring that policies and processes are followed in an organisation?
5. Why is team working important for individuals and the organisation?
6. What considerations do businesses take when implementing change in their organisation?

Please save your responses on a Word document for review in September.

Please write around **200 to 250 words** for each answer.

e.g.,

#### **Question 1**

##### **How are organisations structured and managed?**

*All businesses have an organisational form, which defines how staff members work with one another, how decisions are made and how employees are managed. There are different types of organisational structure. The type of structure that a business chooses to use depends on the type of business and the way in which it needs to make decisions. A business can make two decisions about its organisational structure:*

- *Will it be hierarchical or flat?*
- *Will it be centralised or decentralised?*

*Hierarchical structure is.....*

*Flat structure is.....*

*Centralised structure is.....*

*Decentralised structure is .....*

**(200 to 250 Words)**

## **Activity 2**

PESTLE analysis is a tool that businesses can use to understand the key features of the external environment facing them (outside the control of the business). These external features can have a major impact on a business in many ways (positive and negative). External influences on businesses have been heavily reported in the media (news) in recent years. This includes stories reporting on the impacts on business due to the pandemic, the pandemic recovery, climate change and the high rate of inflation.

### **Activity 2 - Part 1**

Please watch the following videos on **PESTLE** analysis:

**Video 1 (8 minutes, 42 seconds)**

**Tutor 2u – PESTLE Analysis Explained**

<https://www.youtube.com/watch?v=sP2sDw5waEU>

**Video 2 (9 minutes, 14 seconds)**

**Two Teachers – PESTLE Analysis Explained Linked to Amazon**

<https://www.youtube.com/watch?v=FOKQ-h6v3-s>

Examples for each element of the PESTLE analysis framework include:

<b><u>POLITICAL</u></b>	<b><u>ECONOMIC</u></b>	<b><u>SOCIAL</u></b>	<b><u>TECHNOLOGICAL</u></b>	<b><u>LEGAL</u></b>	<b><u>ETHICAL / ENVIRONMENTAL</u></b>
Competition policy, Industry regulation, Government spending & tax policies, Business policy & incentives.	Interest rates, Consumer spending & income, Exchange rates, Economic growth (GDP).	Demographic change, Impact of pressure groups, Consumer tastes & fashions, Changing lifestyles.	Disruptive technologies, Adoption of mobile technology, New production processes, Big data and dynamic pricing.	Employment Law, Minimum / Living Wage, Health & Safety Laws, Environmental legislation.	Sustainability, Tax practices, Ethical sourcing (supply chain), Pollution & carbon emissions.

There will be terms in the table above that you have not been taught. You will learn about PESTLE analysis in detail through year one of the course. This will include undertaking a PESTLE analysis.

### **Activity 2 - Part 2**

Your task is to think about a business that you use or is local to you. What external factors are potentially influencing them? Please try and identify one influence for each heading in the table below

**Name of Business** \_\_\_\_\_

**Address of Business** \_\_\_\_\_

**Why you Choose this Business** \_\_\_\_\_

<b><u>POLITICAL</u></b>	<b><u>ECONOMIC</u></b>	<b><u>SOCIAL</u></b>	<b><u>TECHNOLOGICAL</u></b>	<b><u>LEGAL</u></b>	<b><u>ETHICAL / ENVIRONMENTAL</u></b>

When you start the course in September, we will review your ideas and consider the external factors impact on your chosen business (e.g., are they positive or negative for the business).

## **Summer Reading**

It would be beneficial to read the details about this exciting new technical qualification. This has been summarised below:

### **Course Overview**

T-levels are a new type of technical qualification, designed for after your GCSEs. They've been developed alongside employers to make sure that **what you learn meets the needs of industry and prepares you for work.**

Here's some key information to give you an idea of what to expect:

- T-levels are **two-year courses**
- They are **equivalent to three A-levels**
- Your time is split: **80% classroom learning; 20% industry placement**
- **Placements are at least 315 hours** (approximately 45 days)
- T-levels can help you get into skilled employment, further study or a higher apprenticeship.

### **What makes T-levels stand out?**

As Minister for Apprenticeships and Skills, Gillian Keegan, explains: ***“What sets T-levels apart is that they have been co-designed with over 250 global and leading employers so that you can be sure you will gain the knowledge and skills that employers need for the jobs of the future.”***

The industry placement included in T-level courses also allows you to ***“gain vital work experience to help you get a head start in your career.”***

### **How you will learn**

Teaching of the technical level of the qualification will be delivered using a range of methods including:

- Presentations
- Case Studies
- Hands on Experience
- Industry Guest Lecturers
- Classroom Based Activities

**Work experience makes up a significant element of the course.**

**The course is made up of: -**

50% Core Element (Year 1)

50% Occupational Specialism (Year 2)

### **The Core Content (year 1)**

The Core Content will ensure you develop an understanding of a broad range of issues relevant to the sector (management and administration), including:

- Business Context
- People
- Quality and Compliance
- Finance
- Policies and Procedures
- Project and Change Management
- Business Behaviours

## The Occupational Specialism (year 2)

In addition to the core content, you will also complete at least **one** module of occupation-specific content:

- Business Support
- Business Improvement
- **Team Leadership and Management**

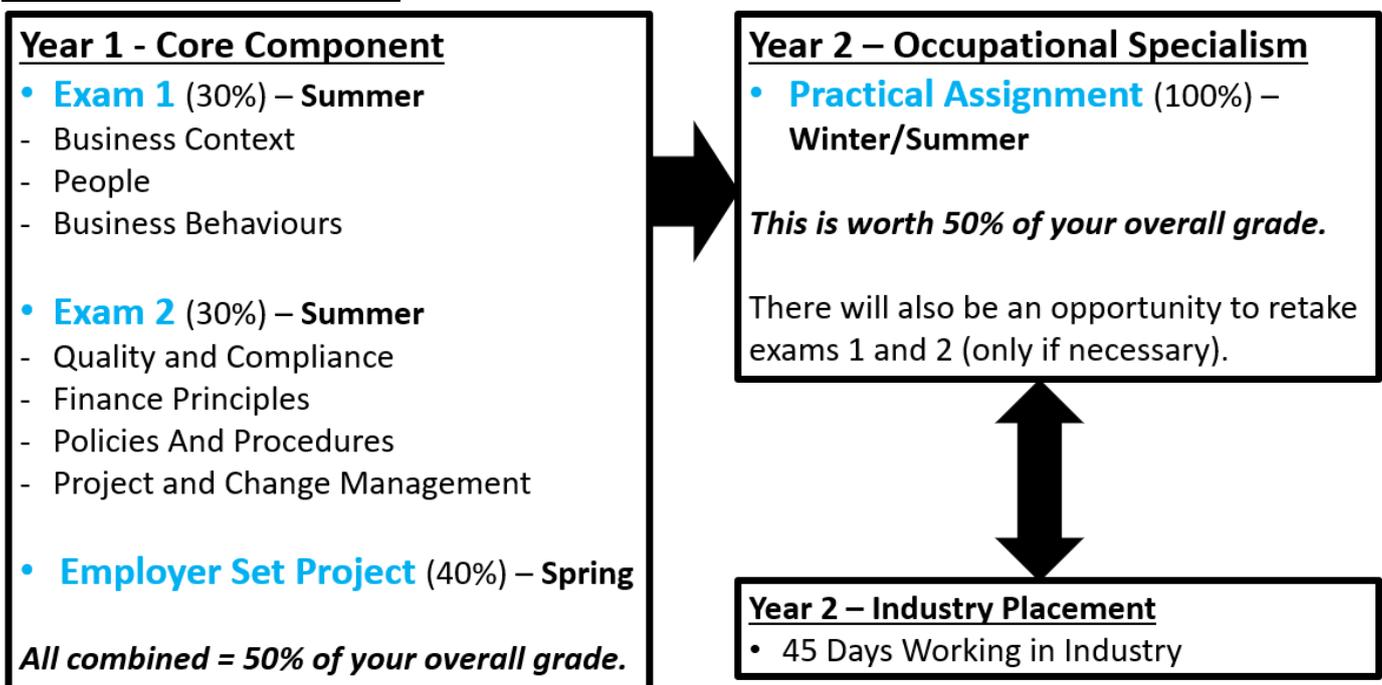
It is likely that we will deliver the **Team Leadership and Management** specialism.

## Industry Placement (Work Experience)

The valuable industry experience will give you the edge over other learners who take a purely academic pathway. You'll benefit from the opportunity to:

- Understand the world of work and start networking with potential future employers
- Put your studies into context and practice developing skills in a real work environment
- Gain the experience of being in a workplace setting that lasts at least 45 days
- Check this is the career you want to pursue
- Gain real experience to put on your CV and to talk about at an interview
- Potentially secure a job or apprenticeship with the employer after you have completed your T Level

## How you will be Assessed



\*Please note that we may facilitate part of the industry placement opportunity to take place at the end of year 1.

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*We are pleased that you have chosen this qualification that will give you a head start towards the career that you want.*

*We look forward to welcoming you on the course in September,*

*The T-Level Management and Administration Team*