**T-Level Management and Administration Preparation Work**

**What do we want you to do?**

Please complete activities oneand two and the summer reading in the T-Level Management and Administration Transition Pack.

**How will this work be assessed/used in September?**

When you return in September, we will review your answers to the activities. This will help prepare you for learning in year one of the course.

**Useful additional reading:**

**T-Level Government website page:**

<https://www.tlevels.gov.uk/students/subjects/management-administration>

**BBC Business News (updated daily):**

<https://www.bbc.co.uk/news/business>

(Business news stories are a great source to read for enhancing your understanding of management and administration)

**SKY Business News (updated daily):**

<https://news.sky.com/business>

(Business news stories are a great source to read for enhancing your understanding of management and administration)

**BBC GCSE Bitesize Business (Edexcel)**

<https://www.bbc.co.uk/bitesize/examspecs/z98snbk>

(If you did not take Business Studies at GCSE then you may find it useful to read over the GCSE content, this is summarised on the GCSE Bitesize website)

**Useful Television Programmes:**

* **Dragons Den** (available on BBC iPlayer)
* **The Apprentice** (available on BBC iPlayer)