

# T Level Management and Administration - Leadership and Management

## Course Overview

The management and administration T level fires you into global enterprise. Equivalent to 3 A levels, this T level explores theories of business practices, behaviours, organisational cultures, and values that will support you in your career. In classroom sessions and a carefully chosen industry placement, you build the core knowledge and skills you need to step seamlessly into management and team leading. In the two-year management administration route, you develop your understanding of governance and how organisations can support and affect society and the environment. Classroom theory supports your 315 hours of industry placement, where you see it applied in real-life business situations as you learn how to support and improve projects in private and public organisations. You will take part in activities that help you to develop your personal skills, such as building your character and confidence. This will help you to live well and move into your chosen career. At the end of the course, you can either stride out into enterprise or continue into higher education.

## What you will learn

You enter the first year for an enlightening journey through business context, project and change management, business behaviours and the exciting world of quality and compliance. From day one, you dive into all things business: organisational cultures and values, internal and external stakeholders, forms of governance and the ways organisations affect society and the environment. In practical sessions led by nurturing, knowledgeable experts, you discover common change-management theories and models and discuss with your tutors and classmates how businesses can support and improve projects. As the year progresses, you delve into the importance of good communication and how to adapt your behaviours to suit the situation, purpose, medium and audience, a skill that stays with you into your career and considerably benefits your personal life. Finally, in detailed quality and compliance sessions, you see the importance of maintaining and improving standards across public and private-sector enterprises.

Now comfortable with the theory, your business brain is ready to tackle the day-to-day experience of management administration. With granular focus, you learn to support the everyday running of an organisation. And with your ever-building toolkit of skills, and expertise, you refine your knowledge to ensure you can establish and prioritise workloads and processes that suit a variety of situations. The purpose of the T level is to give you the self-assurance needed to recommend and deliver improvements to business practices as well as build and maintain positive internal and external stakeholder relationships - often with top-level team leadership and management whether in a small business or global corporation. Your ability to manage information flow through a business can be the difference between a disappointing result and an incredibly successful year. Year two will prepare you to impress your employer from day one, especially as you will be completing a 315 hour industrial placement with established employers to develop your employability skills so that you are work ready.

## Entry Requirements

You need to be between 16 and 18 on 31 August of the year you start the course. You should have 5 GCSEs, including maths and English at grades 5 or above. We can accept alternative equivalent qualifications, too. Before you start, we work with you to make sure this is the right qualification for you and that you have all the support, guidance and specific training you need.

## How you will be assessed

There are several formal assessments during the two years: external exams, controlled assessments, practical summary assignments and an employer-led set project. Together, the assessments generate an overall grade of pass, merit, distinction or distinction\*. At the end of your T level, you receive a nationally recognised certificate with a clear breakdown of your achievements. The T level can be worth up to 168 UCAS points.

## Course Fees

There are no tuition fees to study a T Level if you start before you are 19 years old but there will be material costs that will need to be paid at the start of the course. This course is for under 19s only.

## Course Progression

If a career in management and administration is your goal, this is the perfect starting place. With your T level, you can confidently hope for a career as a business improvement coordinator, team leader or project support. Your careers adviser has personalised guidance and can help you refine your path in management and administration. As this T level is worth up to 168 UCAS points, you could also consider progressing your learning on a related higher-level apprenticeship or course of study at a higher level.

## What Happens Next

Apply online via the College website, or if your school uses the Positive Steps @16 (PS16) application system please apply through this and speak to your careers advisor if you are unsure. You will need details of your qualifications, a reference, and a personal statement to complete your application. Once your application has

## Course Details

Course Code	P00277
Start Date	09/09/2024
Study Hours	Full Time
Duration	2 years
Campus	Abbey Park Campus
Level	3

Apply Here

been successfully processed, you will be sent a conditional offer and be invited to a welcome event at the College to meet your tutors, learn more about your chosen course of study and tour the facilities. You will then need to confirm your acceptance of the course offered to you.