

# T Level Management and Administration - Business Support

## Course Overview

The management and administration T level is your fast track into global business. Equivalent to 3 A levels, this T level takes you beyond the theory of business practice, forging practical skills and strong knowledge that prepares you to support management in their high-pressured roles. In a blend of insightful classroom learning and carefully chosen industry placement, your confidence grows. In the two-year management administration route, you dive into the fundamental tenets of business to develop your understanding of how management works, what administration is involved in decision making and how managers and C-level positions run a business. For T levels all academic lessons and theoretical elements of the course will have you ready for success when you start your chosen career or if you choose to continue to progress with your education. If you are not quite ready for a T level but want to get on the path to your chosen career, then an alternative programme within our business curriculum. 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. For more information, please visit our website.

## What you will learn

In the first year, the course walks you through business context, project and change management, business behaviours and the exciting world of quality and compliance. From day one, you build a solid foundation of all elements of business: organisational cultures and values, internal and external stakeholders, forms of governance and the impact of organisations on society and the environment. In practical sessions, using enlightening case studies, you explore common change-management theories and models and discuss with your tutors and classmates how businesses can support and improve real-world projects. As the year progresses, you delve into the importance of good communication and how to adapt your communication styles to suit the situation, purpose, medium and audience, a skill that benefits you far beyond the business community. Finally, in detailed quality and compliance sessions, you learn the importance of maintaining and improving standards in all aspects of public and private-sector organisations.

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 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. 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. You will need a grade 4 at GCSE (or functional skills level 2) in maths and English, plus three other GCSEs at grade 4. If you don't meet these requirements but want to start on your chosen career path in business, alternative courses are available.

## 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 elements and 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.

## Course Details

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|-------------|-------------------|
| Course Code | P00296            |
| Start Date  | 09/09/2024        |
| Study Hours | Full Time         |
| Duration    | 2 years           |
| Campus      | Abbey Park Campus |
| Level       | 3                 |

Apply Here

### **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 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.