



# Years 12 & 13 Curriculum

## T Level: Business Management & Administration



Year 12	Term 1 (Autumn)		Term 2 (Spring)		Term 3 (Summer)	
	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Topic	<b>A: Management &amp; Administration</b> <b>B: Core Business Skills</b>	<b>A: Management &amp; Administration</b> <b>B: Core Business Skills</b>	<b>A: Management &amp; Administration</b> <b>B: Core Business Skills</b>	<b>A: Management &amp; Administration</b> <b>B: Core Business Skills</b>	<b>ESP – Employment Specialist Project</b>	<b>ESP – Employment Specialist Project</b> <b>Work Experience</b> <i>(two-week block placement)</i>
Key Concepts	<ul style="list-style-type: none"> <li>1.1 Business environment</li> <li>1.2 Size, purpose, and sector</li> <li>2.1 Employee Legislation</li> <li>Recruitment</li> <li>3.1 Quality</li> <li>3.2 Quality Standards</li> <li>3.3 Regulatory Bodies</li> <li>5.1 Developing Policies and Procedures</li> <li>5.2 KPIs</li> <li>6.1 Organisational Change</li> <li>6.2 Reasons for continuous improvement</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>1.3 PEST</li> <li>1.4 Legal entity types</li> <li>1.5 Objectives and strategy</li> <li>1.6 Forms of governance</li> <li>1.7 Legislation</li> <li>1.8 Stakeholders</li> <li>2.3 Values and Beliefs</li> <li>2.4 Employee wellbeing</li> <li>2.5 Approaches to management</li> <li>4.1 Financial Reporting</li> <li>4.2 Role and purpose of financial reporting</li> <li>4.3 Sources of finance</li> <li>5.2 KPIs</li> <li>6.2 Reasons for continuous improvement</li> <li>6.3 Management theories and models</li> <li>6.4 Project management methodologies</li> <li>7.1 Importance of Good communication</li> <li>7.2 Self-Management</li> </ul>	<ul style="list-style-type: none"> <li>1.9 Impacts of technology</li> <li>1.10 Organisational Culture</li> <li>1.11 Methods of Communication</li> <li>2.6 Training</li> <li>2.7 Teamwork</li> <li>4.4 Expenditure</li> <li>4.5 Financial Tracking and Controlling</li> <li>6.4 Project management methodologies</li> <li>6.5 Project management tools and approaches</li> <li>7.3 Individuals adapting behaviours to policies</li> <li>7.4 Trust with stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>6.6 Research</li> <li>Revision of course</li> <li>To sit Core A exam</li> <li>To sit Core B exam</li> <li>ESP Mock</li> </ul>	<ul style="list-style-type: none"> <li>Revision of course</li> <li>ESP – plan approach to meet the project brief</li> <li>Apply core knowledge and skills</li> <li>Select relevant techniques and resources to meet the brief</li> <li>Use skills, as appropriate</li> <li>Release project outcome</li> <li>Review and reflect</li> </ul>	<ul style="list-style-type: none"> <li>Exams for core A and B</li> <li>Complete ESP project</li> <li>Block work experience</li> </ul>



# Years 12& 13 Curriculum *(continued)*

## T Level: Business Management & Administration



Year 13	Term 1 (Autumn)		Term 2 (Spring)		Term 3 (Summer)	
	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
<b>Topic</b>	<b>Occupational Specialism: Business Support</b>		<b>Occupational Specialism: Business Support</b>		<b>Occupational Specialism: Business Support  Practical Assessment</b>	
<b>Key Concepts</b>	<ul style="list-style-type: none"> <li>• Business Support knowledge criteria</li> <li>• Support the running of the organisation</li> <li>• Organise and prioritise workloads and processes</li> <li>• Recommend and deliver improvements to business practices</li> <li>• Build and maintain positive internal and external stakeholder relationships</li> <li>• Manage the business information flow</li> </ul>		<ul style="list-style-type: none"> <li>• Business Support knowledge criteria</li> <li>• Support the running of the organisation</li> <li>• Organise and prioritise workloads and processes</li> <li>• Recommend and deliver improvements to business practices</li> <li>• Build and maintain positive internal and external stakeholder relationships</li> <li>• Manage the business information flow</li> <li>•</li> </ul>		<ul style="list-style-type: none"> <li>• Revision of course</li> <li>• OS – plan approach to meet the project brief</li> <li>• Apply core knowledge and skills</li> <li>• Select relevant techniques and resources to meet the brief</li> <li>• Use skills, as appropriate</li> <li>• Release project outcome</li> <li>• Review and reflect</li> <li>• 32 hours practical assignment</li> </ul>	