



T Level Management & Administration



Why study Management & Administration?

Over two years, you will develop an understanding of a broad range of issues relevant to the business sector, including business context, project and change management, business behaviours and quality and compliance between a core component, 'Management and Administration', and an occupational specialism, 'Business Support'. This course offers a mixture of classroom learning and 'on-the-job' experience during an industry placement.

Exam Board:
City & Guilds

Overview of course content

T Level

Core Content worth 50% of the qualification

Throughout the core content of the course, you will study seven core units:

Business Context - an overview of organisational cultures and values, different types of internal and external stakeholder, different forms of governance and the impact of organisations on society and the environment

People - understanding how staff are recruited, management styles and employment law

Quality and Compliance - the importance of maintaining and improving quality in all aspects of public and private sector organisations

Finance - learning about sources of finance, tracking income and expenditure and managing revenue

Policies and Procedures - understanding of tasks carried out to meet the core requirements of the business

Project and Change Management - an understanding of the common change management theories and models and how to support and improve projects

Business Behaviours - the importance of good communication and adapting social communication styles to professional standards and according to purpose, medium and audience.

Course Specialism worth 50% of the qualification

In addition to the core content, you will also complete a specialism in Business Support.

Examination/Assessment

T Levels are equivalent in size to three A Levels.

Core Assessments	Course Specialism
2 x Exams 1 x Employer-set Project (Externally marked)	Business Support Assignment (Externally marked controlled assessment)
50% of qualification	50% of qualification

Work Placement

Within this study programme, you will spend at least 45 days within an industry placement at a relevant employer. This will allow you to put the skills you've learnt in the classroom into practice in the workplace.

Careers/Future Opportunities

Students have gained enormous benefit from studying Business in terms of results, gaining university places, training opportunities and acquiring excellent employment positions. This course is also suitable for specific career path interests, including:

- Supervisor
- Court Administrative Assistant
- Admin Assistant
- Medical Secretary
- Information Scientist
- Farm Secretary
- Sales Administrator
- Barrister's Clerk Office Manager
- Personal Assistant
- Secretary

If you have any questions, please contact:
office@kennetschool.co.uk

