



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



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Year 13

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