



# T LEVEL TECHNICAL QUALIFICATION IN MANAGEMENT AND ADMINISTRATION



## COURSE OVERVIEW

**Core** - You will focus on the core aspects of Management and Administration to prepare you for your industry placement. This includes business and commercial awareness – organisational structures, values, and cultures. Employee roles, responsibilities, and accountabilities. Following organisational procedures. Requirements of key legislative and regulatory frameworks within their roles. Financial contexts that organisations operate within.

Further topics are, working collaboratively to develop improvements to a business; how to undertake research to drive organisational change, using data and reflective practice to respond to business needs.

**Occupational Specialism: Business Support** - The purpose of this specialism is for learners to develop the knowledge, understanding and skills within a Business Support role.

The specialism is designed to provide opportunity for learners to develop their ability to support business functions, through a range of techniques including use of business tools, problem solving and project management. Learners will have the opportunity to develop their knowledge and understanding of, and skills in, supporting the overall running and operations of an organisation, using prioritisation skills to support time management and delivery of workloads, considering improvements and recommending ways to develop and improve business practices.

## CAREER PROGRESSION

This T Level focuses on the development of knowledge and skills needed to work in the Management and Administration sector and prepares students to enter the sector through employment or as an Apprentice.

Learners could progress into any industry in a business support role with this qualification. This could be in marketing, administration, project management or team leader roles.

## KEY FACTS

### Course Duration:

- T Levels are a 2-year qualification that you can do as an alternative to A levels, other post-16 courses or an apprenticeship.
- They bring classroom learning and an extended industry placement together on a course designed with businesses and employers.
- The course is equivalent to 3 A Levels.

### Entry Requirements:

5 GCSEs grade 4-9 including English and Maths

### Assessment:

Students who complete their T Level will receive an overall grade of pass, merit, distinction or distinction\*.

They will get a nationally recognised certificate which will show their overall grade and a breakdown of what they have achieved.

### Further Information:

Core component:

- 2 written examinations
- Employer set project

Occupational specialism component:

- Externally set assignment
- Practical assessments of work through a project

**For more information go to [www.gateway.ac.uk](http://www.gateway.ac.uk)**

**T-LEVELS**  
THE NEXT LEVEL QUALIFICATION



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