

POST 16 SUBJECT OVERVIEW

T-Level - Management and Administration

During the 2-year programme, students will develop the core knowledge and skills that are needed for entry to a range of management and administration occupations.

Summary

Level 3 qualification

Duration

2-year course

Includes 9 weeks minimum working with an employer on an industry placement

Level 3 qualification

2-year course

What you can do with this T Level

This course is suitable for anyone interested in a career in management and administration.

- Manufacturing supervisor
- Barrister's clerk
- Court administrative assistant
- Civil Service admin officer
- Admin assistant
- Office manager
- Medical secretary
- School secretary
- Personal assistant
- Secretary
- Information scientist
- Indexer

Students can also use this T Level to progress to a related higher-level apprenticeship or course of study at a higher level.

What you'll learn on this course

- Students Will Develop An Understanding Of A Broad Range Of Issues Relevant To The Sector, Including:
- 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
- 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
- Quality And Compliance – The Importance Of Maintaining And Improving Quality In All Aspects Of Public And Private Sector Organisations

In addition to the core content, each student will also complete at least one module of occupation-specific content.

- ***The Specialisms Available In The T Level In Management And Administration Are:***
- ***Business Support***
- ***Business Improvement***
- ***Team Leadership And Management***

Entry requirements:

5 GSE;s Grade 4 and above including Maths & English