



Post 16 Subject Overview

Name of Subject – T-Level Management & Administration

Which Examination Specification is Studied for this Course?

City & Guilds

Why should I study this course?

The T-Level in Management and Administration is a two year qualification which is designed to ensure that students gain the skills and knowledge required to excel in a modern business environment. By combining classroom learning with real world industry experience, this T-Level prepares students for real workplace challenges and opportunities.

One of the standout features of the T-Level in Management & Administration is its industry relevance. Students delve into essential topics such as business operations, project management, compliance, and people management. These core areas provide a solid foundation for understanding how businesses operate and thrive. Additionally, students can choose to specialise in areas like business improvement, team leadership/management, or business support, tailoring their studies to their career aspirations.

A key component of the T-Level is the mandatory industry placement. This allows students to apply their classroom knowledge in a professional setting, gaining invaluable experience and insights into the workplace. Working alongside industry professionals not only enhances their technical skills but also builds confidence and professional networks. Such experience sets students apart in the job market, making them highly employable and ready to contribute from day one.

Who is suitable to study this course?

The T-Level in Management & Administration is an excellent choice for students seeking a rewarding career in business, leadership, and operational management. It is ideal for students who are organised, problem solvers, and passionate about business and leadership. It's perfect for those who enjoy working collaboratively and wish to develop their ability to manage projects and develop processes within business related industries.

What GCSE Qualifications Support the Study of this Course?

GCSE subjects such as Business Studies and Computer Science are particularly useful for students considering the T-Level in Management & Administration. Business Studies provides a foundational understanding of key concepts. Additionally, ICT or Computer Science can be valuable for developing digital and organisational skills. Although qualifications in these areas are beneficial for prospective students, they are not essential to be accepted onto the course.

What are the Qualification Requirements for this Course?

Four GCSEs at grade 4+ or equivalent, which must include English, Maths and Science.

Warning to prospective candidates - places are limited on our T Levels, because we only have the best and most suitable placements on offer for students.

How is the Course Delivered?

The T-Level in Management & Administration is delivered through a combination of classroom based learning and practical, real world experience. Students will spend 80% of their time in the classroom, gaining in depth knowledge of business principles, project management, and leadership skills. The remaining 20% is dedicated to a substantial industry placement, where students apply their learning in a real world business environment.

How is the Course Assessed?

T Levels will be assessed through:

- Externally set exams at the end of each academic year.
- A skills assessment.
- A project within the work placement.

What is our Recommended Subject Reading list to Support your Study?

Vertigan, S, Bayley, T, Middleton, S (2023) Management and Administration T Level: Core