

Business

T Level: Management and Administration (Equivalent to 3 x A-levels)

Examination Board: City and Guilds

Aims of course:

This qualification is designed to provide highly specialist, work-related qualifications in a range of vocational business sectors. It has been developed in collaboration with employers and businesses so that the content meets the needs of industry and prepares the learners for work.

The T Level is a two-year programme that incorporates the core business component in the first year and is assessed through two exams in year 1 and an industry set project early in the second year. In year two, the learners will specialise in team leadership and management culminating in the completion of applied project work. Throughout the two-year programme, the T Level requires learners to complete an industry placement where they will gain useful work-based experience to support their learning in the classroom.

Programme of study year 1:

Learners will complete the following business elements in year 1 and these elements will be examined at the end of the year

Paper 1
Business Context
Types of Organisations & the Environments in which they operate
How Size, Purpose and Sector have an impact on Organisations
The Economic, Social and Environmental impacts of Organisations
Legal Entity Types (Ownership)
Organisational objectives and strategies for achieving them
The Different Forms of Governance that operate in Organisations
The Main Legislative and Regulatory Frameworks that apply to Organisations
Different Types of Internal and External Stakeholders and Customers
Impacts of Current and Emerging Digital Technologies
Organisational Culture and Values
The Different Methods and Channels through which Organisations Communicate
People
The Legislation which Governs the Employee Lifecycle
The ways in which different organisations ensure they have the right people to meet their business aims through deploying different recruitment channels and employment contracts
The Value and Benefits of an equal, diverse and inclusive workforce to an organisation
The importance and impact of employee wellbeing and resilience in organisations
Different approaches to the way people are managed
Approaches used by organisations to ensure individuals develop the skills they need to contribute effectively to the organisation and its changing needs
Team working and methods of working as part of a team
Business Behaviours
The importance of good communication and adapting social communication styles to professional standards and according to purpose, medium and audience
The importance of self-management approaches
The importance of individuals' adapting their behaviour to the expectations and policies of the organisation including through compliance with code of conduct and ethics
The importance of acting with integrity and building trust with stakeholders and colleagues

Paper 2

Quality and Compliance

The importance of maintaining and improving quality in all aspects of public and private sector organisations

How quality is measured in different sectors through quality standards

The role of regulatory bodies and inspections

Finance Principles

Common terms used in financial reporting

The role and purpose of financial reporting

Sources of Finance for different types of Organisations

Different forms of expenditure

How revenue and expenditure (including cash and profit) are tracked and controlled

Policies and Procedures

How Organisations develop policies and why

Establishing and monitoring Key Performance Indicators (KPIs)

Project and Change Management

Drivers of Organisational Change

Reasons why Organisations need to make continuous improvements and innovations

Common change management theories and models

Project management methodologies and approaches

Project management tools and approaches

How to support and improve projects through research, evidence and evaluation methods

In year 2 the learners will follow a specialist pathway and complete a project based assignment that will form part of their overall assessment for the T Level. The purpose of year 2 specialism is to be familiar with the key elements involved in leadership and management by understanding commonly used processes and systems in industry which will make them better prepared for their next steps into either an apprenticeship or further education.

Programme of study year 2:

Building on the knowledge gained in year 1, learners will complete the following business elements in year 2 and these units will be assessed at the end of the year through a project based assignment.

- **Lead, manage and develop individuals and teams to deliver outcomes**
- **Build relationships with colleagues, customers and stakeholders**
- **Deliver core operational tasks and plans**
- **Manage and implement projects**
- **Apply governance and compliance requirements**

Approaches to learning:

This is a vocational programme that gives the learner the practical skills, theory, and workplace understanding they need to be ready for progression to employment and/or higher education. Our teaching and learning are enriched by our challenge partners who will complete tasks with the learners either at the Academy or at their facilities that support the classroom learning and provides contact for the theory being taught.

Who is this course aimed at?

The qualification is designed for learners who want to expand their understanding of the core principles of engineering across a broad range of diverse topics. It is aimed at learners looking to progress to apprenticeships in the engineering sector or further study at a higher level.

Minimum entry requirement:

**Ideally, Grade 5 in English but learners with 4 will be considered.
At least 4 other grade 4's to include Maths and Science**

The T Level is assessed through a mixture of internal and external assessments over the course of the 2 years.