

# T Level Business (Management & Administration)



## Course Overview

This Business T Level study programme provides you with the practical and academic skills and knowledge to progress into a career in Business Support, Team Leadership and Management.

This T Level will combine classroom theory, practical learning and a minimum 315 hours of industry placement with an employer to ensure a real-life work experience within a business environment. You will develop knowledge and understanding across the Management and Administration sector as well as learning necessary occupational and core skills to enter employment within the business sector.

The T Level qualification, equivalent to 3 A Levels, has been developed with the collaboration of businesses, employers, and expert practitioners to ensure a true reflecting of professional industry practice. The purpose of the Level 3 qualification is to ensure that students have the knowledge and skills in order to progress into employment within the business sector or into higher-level apprenticeships or education.

The Business T Level encompasses:

- Core knowledge and skills required for professional roles in industry
- Maths, English and Digital skills for professional roles
- Industry placement of at least 45 days

80% of your time will be spent in the classroom and 20% on a 45-day placement with an employer to give you the skills and knowledge companies actively look for.

## What You Will Study

The qualification will help you gain an understanding of the Management and Administration sector. You will cover topics such as: Business Context, People, Quality Compliance, Project and Change Management as well as focusing on an Employer Set Project.

In your second year of study you will concentrate on the specialism of Business Support:

You shall develop your knowledge, understanding, and skills in:

- Supporting the overall running and operation of an organisation
- Using prioritisation skills to support time management and delivery of workloads
- Considering improvements and recommend ways to develop and improve

### START DATE

September

### LEVEL

Level 3

### STUDY MODE

Full-time

### DURATION

2 years

### AWARDING BODY

City & Guilds

### LOCATION

Wakefield College



For further information about this course, including Entry Requirements, Assessments and Further Study, scan the QR code.

## Need More Information?

For additional course information please contact the Course Information Team on **01924 789111** or email [courseinfo@heartofyorkshire.ac.uk](mailto:courseinfo@heartofyorkshire.ac.uk).

To learn more about Wakefield College, our facilities and how we can support you please visit our website [www.heartofyorkshire.ac.uk](http://www.heartofyorkshire.ac.uk).

## Quick Links



How to  
Apply



Student  
Support



Virtual  
Tours

business practices

- Developing effective communication with a range of stakeholders to support business practices
- Managing the flow of information through the organisation

During your industry placement you will gain experience of working for an established and successful local company. You will put your classroom learning into practice, developing the skills that will help you become more employable.

## How You Will Be Assessed

You will be assessed via a variety of methods such as external exams, controlled assessments, an employer-led set project, and practical assignments.

You will be awarded a nationally recognised certificate which will show a breakdown of what you have achieved.

## Entry Requirements

5 GCSEs at Grade 9-4, plus a Grade 5 in English and Maths.

## Further Study

Your T Level in Management and Administration will lead you to progress straight into employment or continue to a higher level apprenticeship or degree programme.