

T-LEVELS



T Levels – Management & Administration

Curriculum Delivery & Planning

March 2022



A City & Guilds Group Collaboration

Meet the Team



Karen Egan
Technical Advisor
Leadership Management

Karen.Egan@i-l-m.com



Dom Green
Technical Advisor
Business

Dominic.Green@cityandguilds.com



Alison Whittle
Technical Advisor
Post 16 sector

Alison.Whittle@cityandguilds.com

Using the webinar platform



Send any questions in the question area throughout the webinar



All attendees will be set to mute



Webinar resources will be shared on our website shortly after



Agenda

- Welcome
- T Level programme composition
- The TQ content
- Year One and two suggested Curriculum Planner
- Example of what a weeks delivery could look like
- Assessment method and overview
- Opportunity for Questions



T Level programme composition

Achievement of T Level must include all components. UCAS points will be attached and the points will be equivalent to 3 A levels.

Core

50% Total TQ time

Graded A* - E

Core 1 Concepts & theories

Core 2 Transferable/Core skills

Occupational specialism

50% Total TQ time

Graded Pass/merit/distinction

Based on occupational maps

No less than 50% of the total qualification planned time

Threshold competency

Assessment:

- External exams
- Substantial employer set project

Assessment:

- Synoptic practical assignment(s)

Industry Placement

315-420 hours

Min 45-60 days

Working towards Maths and English

GCSE or Functional Skills Level 2

LTP

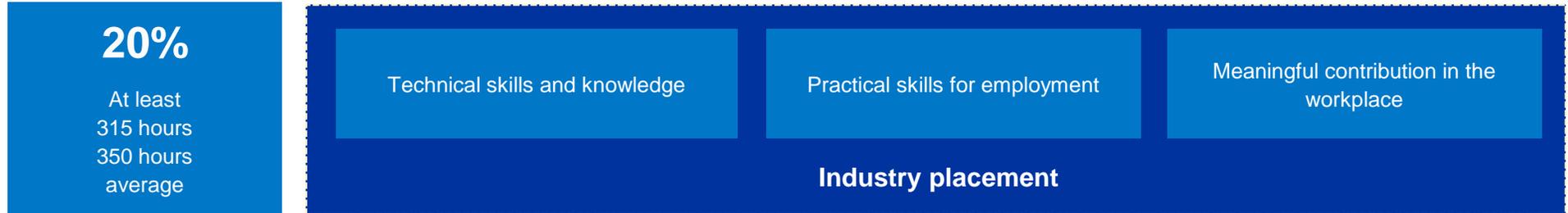
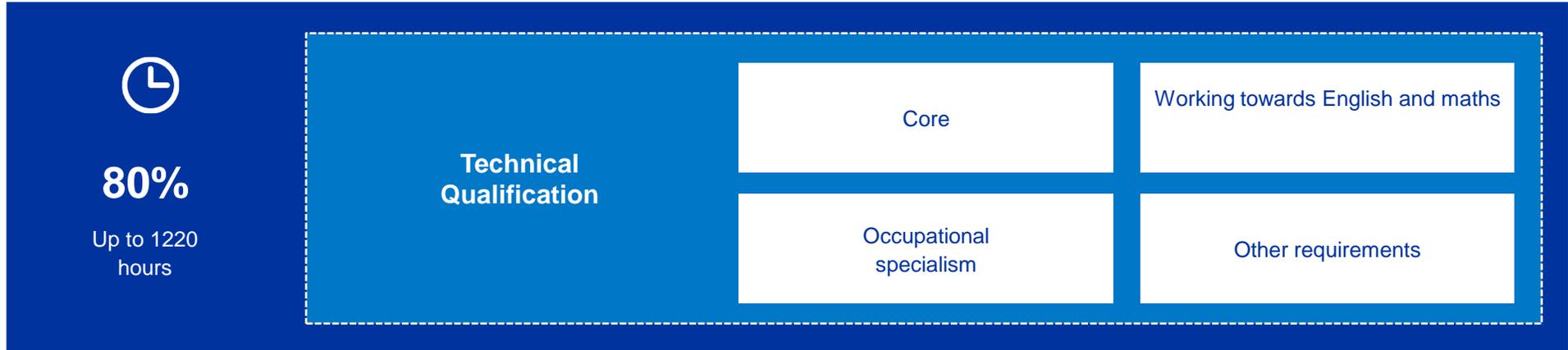
(other requirements set by
T Level panel)

NA

Employability, enrichment & pastoral (EEP)

The T Level Course

2 years



Technical Qualification

Programme of Study (POS)	Component title	GLH	TQT
Mandatory			
8715-30	Management and Administration Core	600	650
Choose one standalone occupational specialism			
8715-31	Business Improvement	595	660
8715-32	Team Leadership/ Management	620	690
8715-33	Business Support	595	600



Technical Qualification - Core

Key areas covered:

1. Business Context
2. People
3. Quality & compliance
4. Finance
5. Policies and Procedures
6. Project and Change Management
7. Business Behaviours



Key Date Schedule-2023

Component	Series	Exam type	Calendar Month/s	Assessment window/set date
Core exam 1	First series	Written exam	May/June 2023	Set date
	*Retake series	Written exam	November 2023	Set date
Core exam 2	First series	Written exam	May/June 2023	Set date
	*Retake series	Written exam	November 2023	Set date
Employer-set project	First series	Project	March – May 2023	Set dates within assessment window
	*Retake series	Project	October 2023	Set dates within assessment window
Occupational specialism	One series annually	Project	February – May 2024	Assessment window

*Please note that the retake series is not only restricted to retakes.



Mapping and example delivery model

An overview of the Technical Qualification (TQ) for Management & Administration

Core:



(Assessed by two externally set and marked exams
and an employer set project)

Occupational Specialisms:



(Assessed by a practical assignment for each
Occupational Specialism)

Key for Delivery/Curriculum Planners

Induction

Core Component (600 GLH full year)

External Theory Exams x2 (2.5 hours each)

Employer Set Project (25 Hours)

Revision/Recap/Prep (Formative Assessments)-Core Component

Occupational Specialism (Business Improvement 595 GLH, Team Leader 620 GLH, Business Support 595GLH)

Synoptic Practical Assessment-(32 hours) One Series Annually

Preparation for Practical Synoptic (Formative Assessments)

Industry Placement (Minimum 315 Hours/45 Days)

Core and OS Mapping

Management & Administration Core	Occupational Specialisms
Business Context	Business Support (OS)
People	Team Leadership (OS)
Quality & compliance	
Finance	
Policies and Procedures	
Project and Change Management	Team Leadership (OS) Business Improvement (OS) Business Support (OS)
Business Behaviours	Team Leadership (OS)

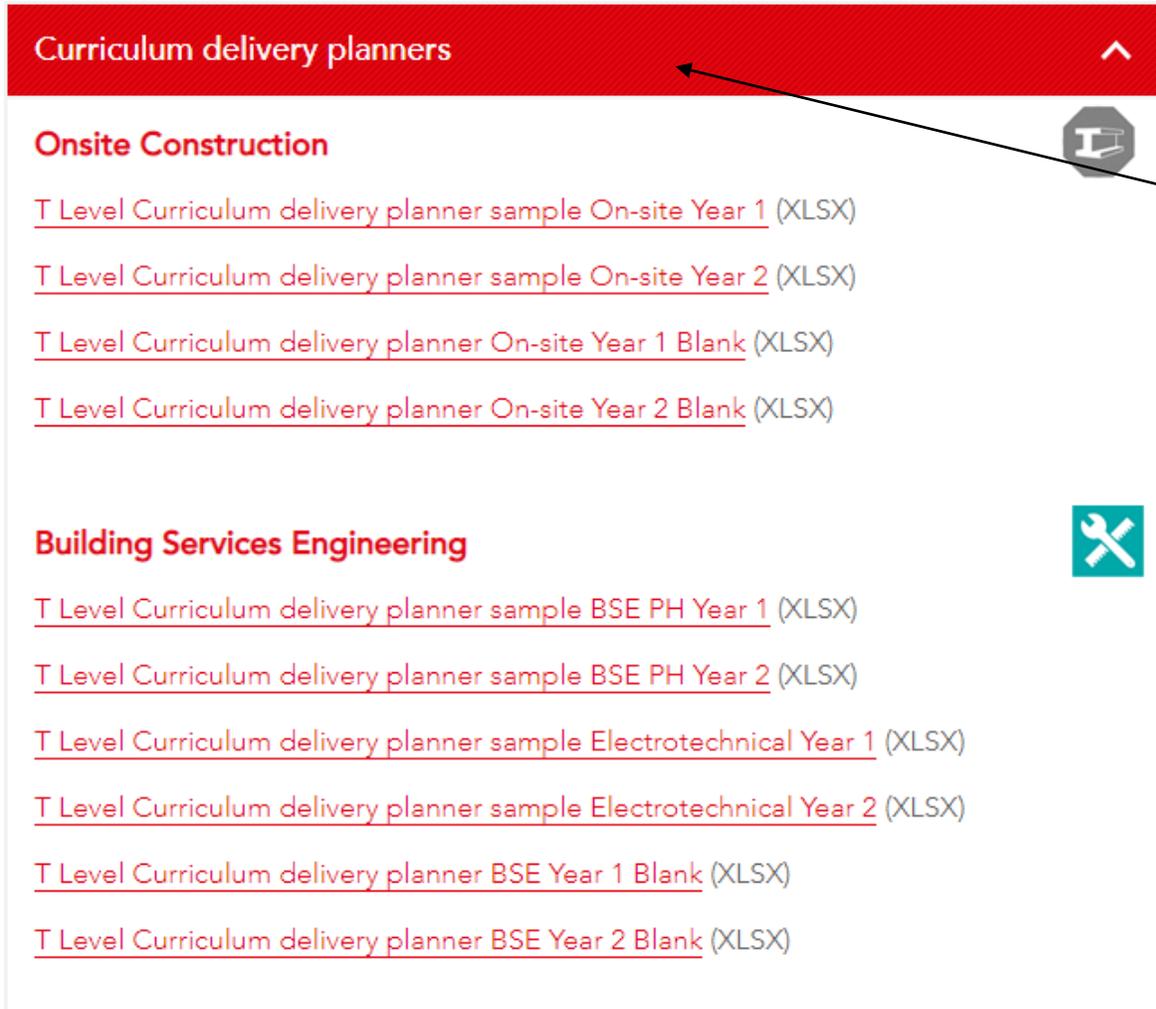
Example timetable

	9	10	11	12	1	2	3	4	5
Monday	Industry Placement Opportunity (This can be substituted for any day of the week as required)								8 Hours
Tuesday	*Core		*Core	Lunch	*Core		*Core/OS?		6 Hours
Wednesday	*Core		*Core	Lunch	*Core/OS?		*Core/OS?		6 Hours
Thursday	Pastoral Support		Pastoral Support	Lunch	*Core		*Core		6 Hours (3 Hours T Level)
Friday	Self-Study Time		*Core	Lunch	*Core/OS?		*Core/OS?		6.5 Hours (5 Hours T Level)
									20 Hours (Core/OS)

*Each core session could cover a different underpinning knowledge outcome from the core component, as opposed to the same knowledge outcome delivered across the week.

Where will the delivery planners be located

<https://www.cityandguilds.com/tlevels/resources>



The screenshot shows a webpage with a red header bar containing the text "Curriculum delivery planners" and an upward-pointing arrow icon. Below the header, there are two main sections. The first section is titled "Onsite Construction" and features a grey icon of a computer monitor. It contains four links: "T Level Curriculum delivery planner sample On-site Year 1 (XLSX)", "T Level Curriculum delivery planner sample On-site Year 2 (XLSX)", "T Level Curriculum delivery planner On-site Year 1 Blank (XLSX)", and "T Level Curriculum delivery planner On-site Year 2 Blank (XLSX)". The second section is titled "Building Services Engineering" and features a teal icon of crossed tools. It contains six links: "T Level Curriculum delivery planner sample BSE PH Year 1 (XLSX)", "T Level Curriculum delivery planner sample BSE PH Year 2 (XLSX)", "T Level Curriculum delivery planner sample Electrotechnical Year 1 (XLSX)", "T Level Curriculum delivery planner sample Electrotechnical Year 2 (XLSX)", "T Level Curriculum delivery planner BSE Year 1 Blank (XLSX)", and "T Level Curriculum delivery planner BSE Year 2 Blank (XLSX)".

On the link above click the accordion Curriculum delivery planners

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Assessment methods and overview

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Technical qualification scheme of assessment overview

Core Component – Learners must complete all assessment components

Assessment component	Method	Duration	Marks	Weighting	Marking	Grading
Exam paper 1 (031)	Externally set exam	2.5 hours	100	30%	Externally marked	This component will be awarded on the grade scale A* - E
Exam paper 2 (032)	Externally set exam	2.5 hours	100	30%	Externally marked	
Employer-set project (033)	Externally set project	25 hours	100	40%	Externally marked	

Occupational Specialism Component - Learners must complete one assessment component

Assessment component	Method	Duration	Marks	Weighting	Marking	Grading
Business Improvement (311)	Externally set assignment	32 hours	60	100%	Externally marked	All occupational specialism components will be awarded on the grade scale P, M, D
Team Leadership/Management (312)	Externally set assignment	32 hours	60	100%	Externally marked	
Business Support (313)	Externally set assignment	32 hours	60	100%	Externally marked	

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Don't miss out...

Sign up for T Level information

To ensure you receive all the latest information and updates regarding the Management & Administration T Levels including our events, networks and webinars, sign up via the link below adding your details into the relevant areas on the webpage.

<https://www.cityandguilds.com/tlevels/business>

Sign up here to receive emails with the latest T Levels information

Contact details

First Name *

Last Name *

Job Role *

Email *

Telephone Number *

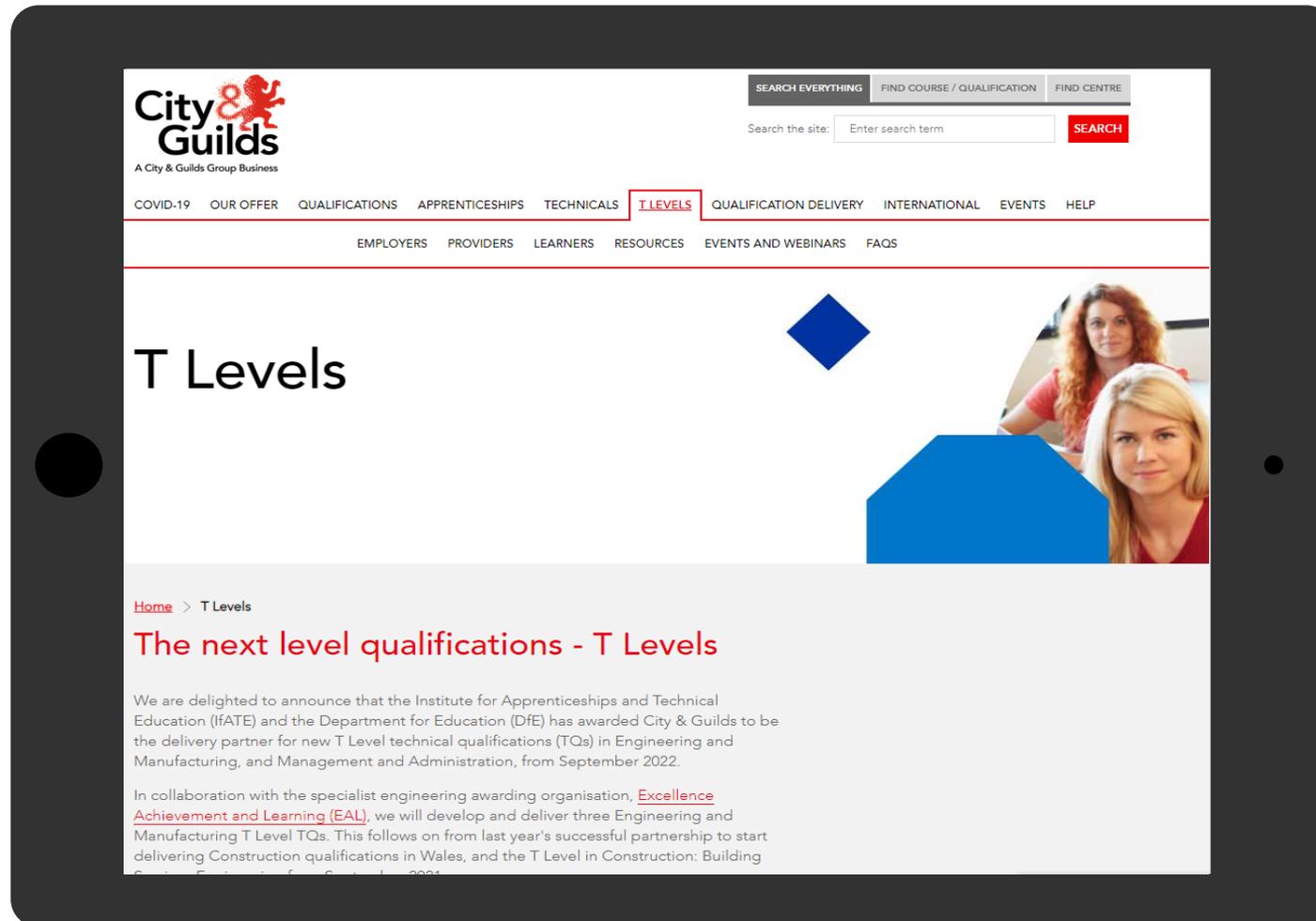
Next

Support and Guidance

Ready to Support eligible providers and stakeholder engagement

- Delivery Resources
- Updated webpage for T Levels
- Timeline
- Planning and delivery resources
- Employer Industry Boards
- e-bulletins
- Specification
- Dedicated Technical Advisors

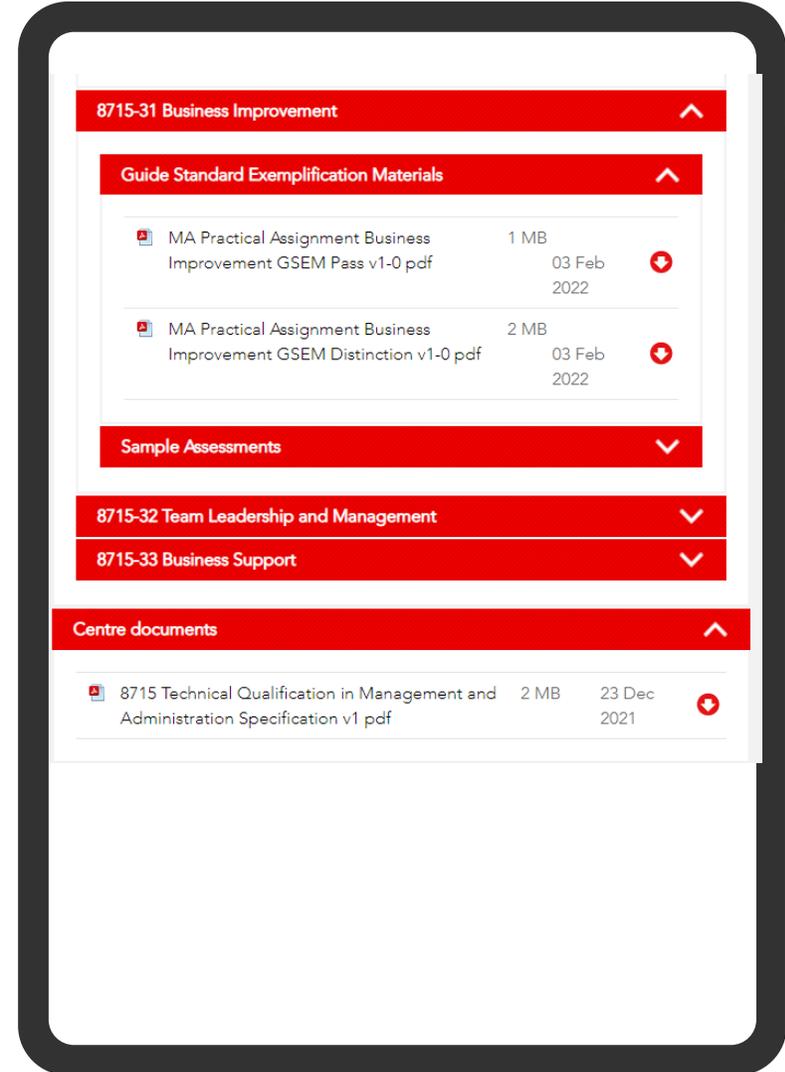
<https://www.cityandguilds.com/tlevels/providers>



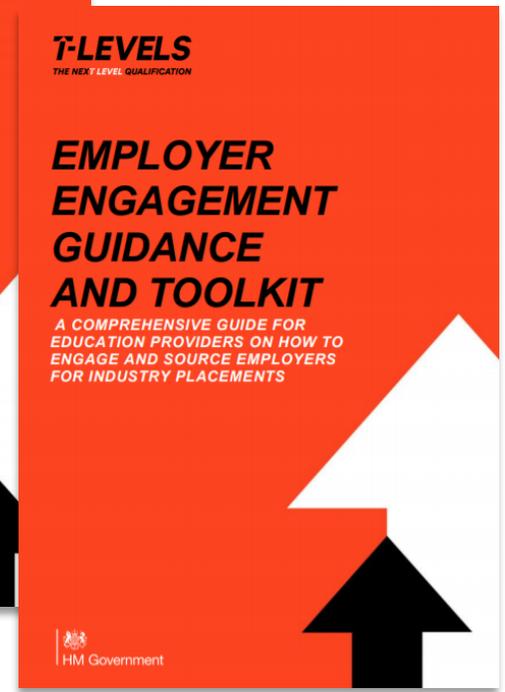
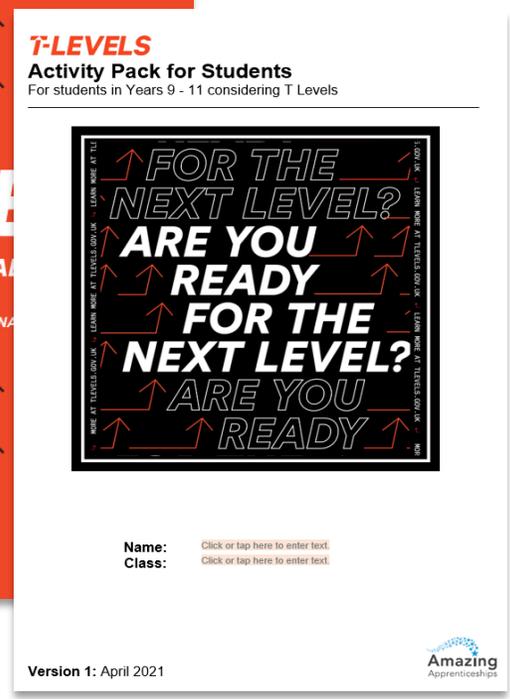
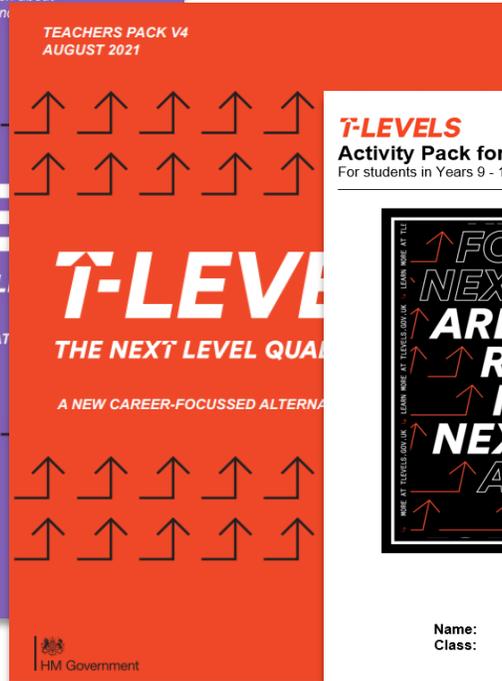
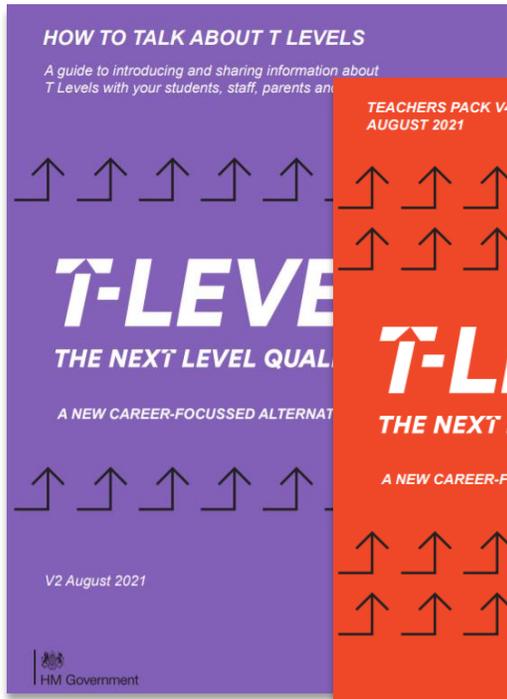
Free Tutor Resources

Resource Hub (under 'Tutor Resources')

- Schemes of Work
- PowerPoints
- Learner Activities and Worksheets
- GSEMS Guide Standard Exemplification Materials



Free promotional material from the Department for Education



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Free Learner Flyer

T-LEVELS

Start your career in Management and Administration with a T Level

Do you want a practical approach to learning with real on-the-job experience? This could be your next level qualification.



What are T Levels?

Designed by key employers, T Levels are a brand-new two-year programme choice that follow GCSEs and could give you a head start towards the career you want. It's a smart choice to start your business career and keeps your future options open.

Where can my T Level take me?

These qualifications ensure you'll have the skills and knowledge businesses want and prepares you for:

- Work
- Apprenticeships
- Higher Education

What's involved?

A T Level is made up of the following components:

Technical Qualification:

- Management and Administration core
- Occupational Specialisms

Industry Placement

Maths, English and digital skills, GCSE or Functional Skills Level 2

Overview of the Technical Qualification

To achieve the T Level Technical Qualification (TQ) in Management and Administration you'll need to complete the two components of the TQ. These are known as the Core component and the Occupational Specialism. You'll choose one of the three Occupational Specialisms to study alongside the Core component.

Core:



Management and Administration

(Assessed by two externally set and marked exams and an employer set project)

Occupational Specialisms:



Business Support



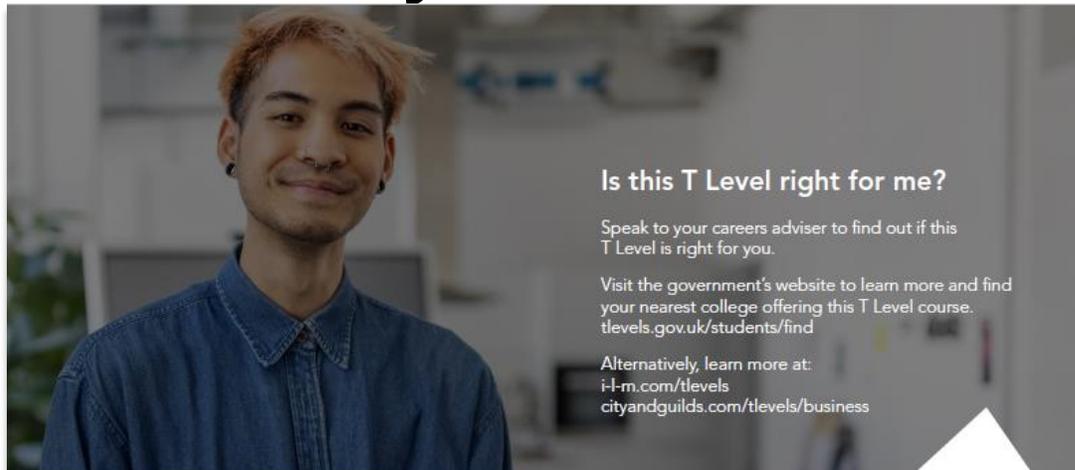
Team Leadership/Management



Business Improvement

(Assessed by a practical assignment for each Occupational Specialism)

Free Learner Flyer



Is this T Level right for me?

Speak to your careers adviser to find out if this T Level is right for you.

Visit the government's website to learn more and find your nearest college offering this T Level course. tlevels.gov.uk/students/find

Alternatively, learn more at:
i-l-m.com/tlevels
cityandguilds.com/tlevels/business

The industry placement

At the heart of the T Level is the valuable industry experience that will give you the edge over other learners who take a purely academic pathway.

You'll benefit from the opportunity to:

- Understand the world of work and start networking with potential future employers
- Put your studies into context and practice developing skills in a real work environment
- Gain the experience of being in a workplace setting that lasts at least 45 days
- Check this is the career you want to pursue
- Gain real experience to put on your CV and to talk about at an interview
- Potentially secure a job or apprenticeship with the employer after you have completed your T Level
- Attend your industry placement as day release, block release or a mixture of both. This could also be split across up to two employers.

Will my T Level attract UCAS points?

T Levels are a nationally recognised programme and have been allocated UCAS points. You must achieve at least an overall pass grade to receive UCAS points.

Here is an example of T Level grade structure alongside A Level.

UCAS tariff points	T Level overall grade	A Level equivalent
168	Distinction* (A* on the core and distinction in the Occupational Specialism)	AAA*
144	Distinction	AAA
120	Merit	BBB
96	Pass (C or above on the core)	CCC
72	Pass (D or E on the core)	DDD

Developed by the industry for the industry

The Management and Administration TQ has been built with employers to make sure you get the skills needed for your next step.

These are some of the organisations who have supported the qualification development.



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Questions?
Thank you for attending

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