

What is a T Level?

T Levels are new level 3 programmes of study, designed to follow GCSEs and equivalent to three A Levels, available only in England. They are two-year courses that have been developed in collaboration with employers and businesses of all sizes so that the content meets the needs of industry and prepares learners for work.

T Levels are currently only funded for 16-19-year-old learners.

They are one of three post-16 options for young people which are:

- A Levels
- Apprenticeships
- T Levels

The T Level is made up of three main components:

- A Technical Qualification which forms a significant part of the T Level
- A 315-hour (45 days) minimum industry placement
- Level 2 Functional skills or GCSE English and Maths at grade 4 or above.

All parts of the T Level must be achieved by the learner for them to be awarded a successful completion certificate.

T Levels have been designed so that learners gain a high level of knowledge about the subject and the sector, as well as the chance to develop valuable occupational skills required to enter the industry (known as ‘threshold competence’).

A learner who completes a T Level programme should be well placed to develop full occupational competence with the correct ongoing support and training.

What does the Management and Administration T Level Cover?

The qualification has been designed to help learners gain the knowledge and skills they need to work in a Management and Administration role.

The core study programme, which is followed in year one, will enable learners to develop a wide range of essential business knowledge and skills that include:

- Business and commercial awareness – organisational structures, values, and cultures. Employee roles, responsibilities, and accountabilities. Following organisational procedures. Requirements of key legislative and regulatory frameworks within their roles. Financial contexts that organisations operate within

- Project management – how to plan, manage and evaluate a project using appropriate tools and methodologies, taking account of time and resources.
- Communication skills – how to use a range of communication methods, tailored to meet audience needs for specific purposes.
- Working collaboratively with others – for example by developing content for an intervention; to develop feedback skills; managing and influencing stakeholders; considering the impact of proposed solutions on others; to develop a business improvement solution.
- How to apply a logical approach to problem solving, identify and resolve issues, record progress, and propose solutions for example undertaking a cost/benefit analysis of the introduction of new procedures or developing a creative or innovative business improvement solution.
- How to undertake research by identifying sources and obtaining information related to a project and/or customer requirements; interrogating, analysing, and reporting on business data; by creating a briefing document for internal colleagues or supervisor to assist them in formulating specific advice. Includes how to undertake PESTLE analysis to identify drivers for organisational change and SWOT analysis to evaluate opportunities and challenges that arise.
- Using reflective practice through reviewing own performance and own behaviours for impact; identifying ways for improvement; quality outcomes. How to adapt behaviours to meet organisational and professional standards etc.

In year two, learners will have the choice of studying one standalone occupational specialism from the list below:

- Business Improvement - The purpose of this specialism is for learners to understand how planned business improvement contributes to an organisation's success. The information, people and other resources that are required to implement a business improvement process. How business improvement plans are designed, implemented, and monitored to ensure change is embedded in a business organisation.
- Team Leadership/Management - Learners undertaking this specialism will develop their knowledge and understanding of, and skills in, effective leadership, leading teams and individuals, organisational strategy vision and values, planning and implementing change, project management, developing and maintaining a high performing team.

- **Business Support** - The purpose of this specialism is for learners to develop the knowledge, understanding and skills within a Business Support role. The specialism is designed to provide opportunity for learners to develop their ability to support business functions, through a range of techniques including use of business tools, problem solving and project management. Learners will have the opportunity to develop their knowledge and understanding of, and skills in, supporting the overall running and operations of an organisation, using prioritisation skills to support time management and delivery of workloads, considering improvements and recommending ways to develop and improve business practices. They'll also learn to develop effective communication with a range of stakeholders to support business practices and learn techniques on how to manage the flow of information through an organisation.

Learners will also gain valuable skills and experience from a work experience placement which must be for a minimum of 45 days over the period of the T Level programme.

What could this T Level lead to?

This T Level focuses on the development of knowledge and skills needed to work in the Management and Administration sector and prepares students to enter the sector through employment or as an Apprentice.

The core programme is graded A* to E and the Occupational Specialism programme is graded Pass/Merit/Distinction.

UCAS points will be attached with a value equivalent to three A Levels so that the completion of this qualification gives learners the opportunity to progress onto higher education courses and training.

How is a T Level different from an Apprenticeship?

T Levels and Apprenticeships are based on the same employer designed standards, but will suit different learning styles.

Apprenticeships are paid work, suitable for students who know what occupation they want to pursue and wish to train 'on the job'.

T Levels are largely classroom based, with a substantive industry placement.

T Levels offer a broader course content, and students will specialise later in their programme. The content of Apprenticeships is narrower and focussed on a specific occupation from the outset.

On completion of their course, T Level students will be ready to start work in their chosen area – or be able to 'get' the job. Apprentices will be 'occupationally competent' on completion of their course – they will be able to 'do' the job.

We want T Levels to be the new 'gold standard' in technical education and the technical course of choice for students in the future.



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Why choose this T Level?

This pathway will suit someone who is not yet employed and looking to secure a career in Management and Administration, post mainstream education. Colleges and providers will set their own entry qualifications, but it is generally expected that learners have the appropriate attainment at Level 2 before commencing their studies on this programme.

The structure of the programme is designed to give learners a breadth of knowledge and understanding of the functions of Management and Administration roles and equip them with the necessary occupational and core skills to enter an appropriate role to begin their career.

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