

T Levels – Management & Administration

An overview for new providers

Using the webinar platform



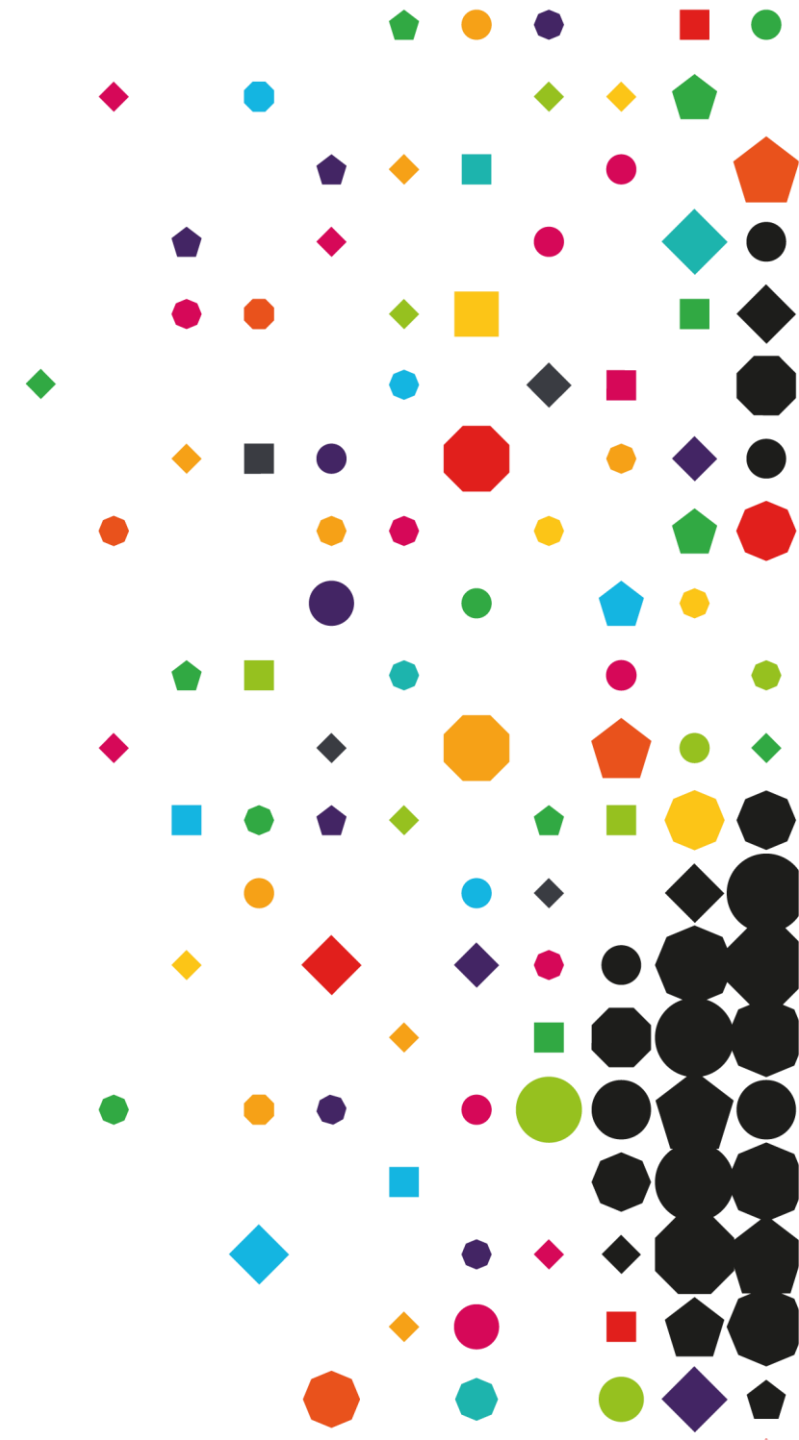
Send any questions in the question area throughout the webinar



All attendees will be set to mute



Webinar resources will be shared on our website shortly after





Who we are



Karen Egan
Technical Advisor
Leadership Management
Karen.Egan@i-l-m.com



Jill Hansen
Technical Advisor
Leadership Management
Jill.Hansen@i-l-m.com



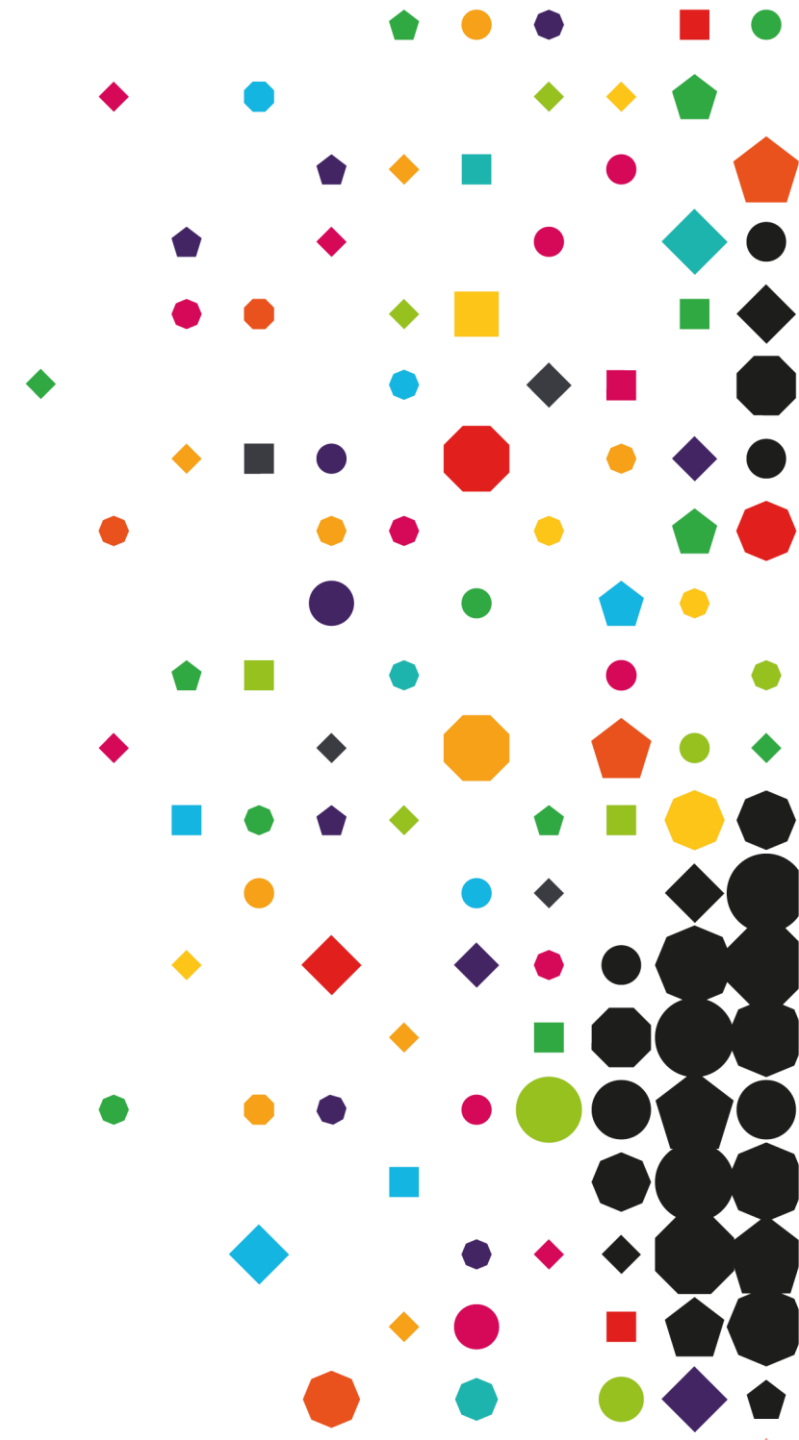
Dom Green
Technical Advisor
Business
[Dominic.Green](mailto:Dominic.Green@cityandguilds.com)
@cityandguilds.com



Alison Whittle
Technical Advisor
Post 16 sector
[Alison.Whittle](mailto:Alison.Whittle@cityandguilds.com)
@cityandguilds.com

Agenda

- Welcome
- Management & Administration pathway
 - Core
 - Occupational Specialisms
- Industry placements
- What next?
- Resources
- Opportunity for Questions



T Level programme composition

1800 hours over two years. Achievement of T Level must include all components. UCAS points will be attached and the points will be equivalent to 3 A levels.

Core

20-50% Total TQ time

Graded

A* - E

Core 1

Concepts & theories

Core 2

Transferable/Core skills

Occupational specialism

50-80% 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

Maths and English

GCSE or Functional Skills Level 2

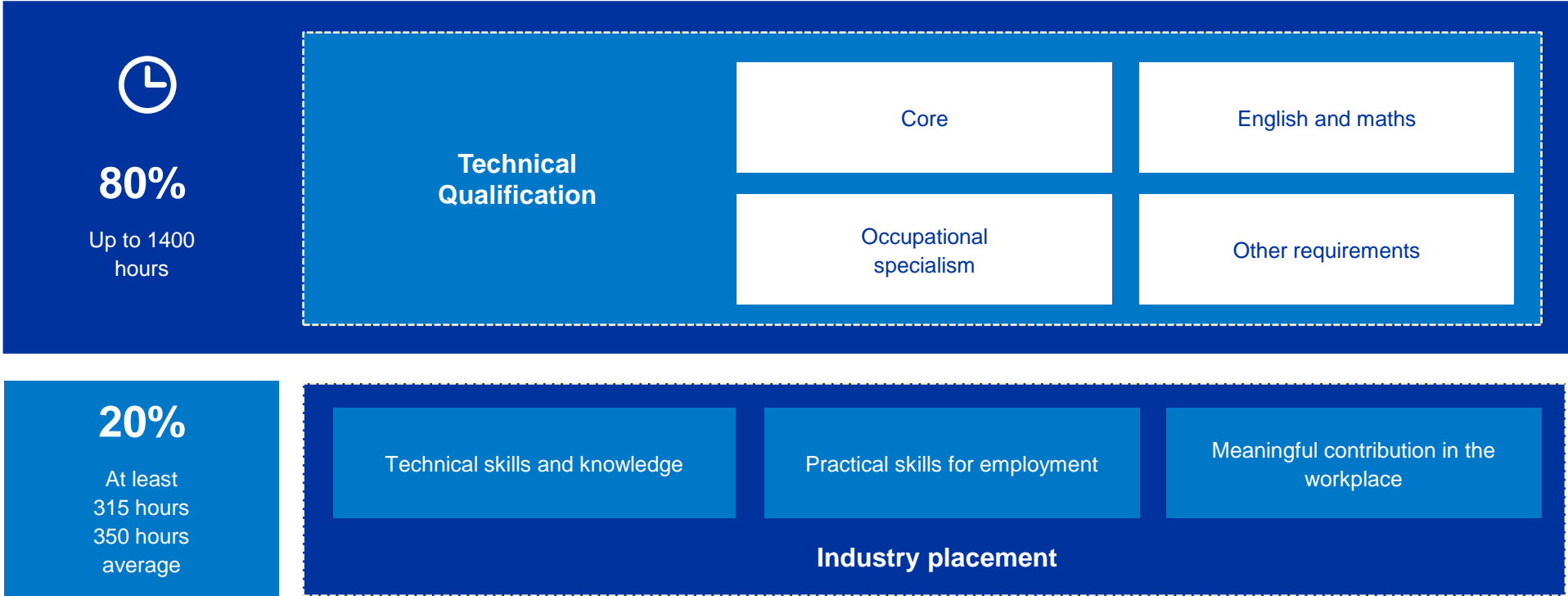
LTP

(other requirements set by
T Level panel)

Employability, enrichment & pastoral (EEP)

The T Level Course

2 years



Technical Qualification overview for Business and Administration

Business and Administration Core component



Learners must complete;

- Business and Administration core
- one occupational specialism



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





Business Improvement Occupational Specialism

Direct links to Improvement Technician apprenticeship standard

Key areas this OS covers:

- Acquiring data to support the improvement process
- Analyse data to identify opportunities for improvement
- Engage stakeholders in discussions on business processes and improvement
- Identify, propose and plan solutions for improvement
- Monitor and report the implementation of business improvement activities

The screenshot shows the Institute for Apprenticeships & Technical Education website. The header includes the logo, a search bar, and social media links. The main navigation bar has links for About, Ensuring quality, T Levels, Higher technical qualifications, Developing apprenticeship standards, and Apprenticeship standards. The page title is "IMPROVEMENT TECHNICIAN". The content is divided into two columns. The left column contains "Overview of the role" with a description: "Responsible for delivery and coaching of improvement activity within an area of responsibility.", "Details of standard", and "Occupation profile" which describes the role and lists typical activities. The right column contains a sidebar with "Status: Approved for delivery", "Level: 3", "Reference: ST0193", "Version: 1.0", "Approved for delivery: 27 February 2018", "Route: Business and administration", "Typical duration to gateway: 14 months", "Maximum funding: £4000", "Trailblazer contact(s): felicity.fashade@baesystems.com", and "Employers involved in creating the standard: BT Group Plc, Toyota Motor Manufacturing (UK) Ltd, Capella Associates, Chartered Quality Institute, International Automotive".

Team Leadership/Management Occupational Specialism

Direct links to Team Leader or Supervisor standard

Key areas this OS covers:

- 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

The screenshot shows the Institute for Apprenticeships & Technical Education website. The header includes the logo, a search bar, and social media links. The main navigation bar has links for 'About', 'Ensuring quality', 'T Levels', 'Higher technical qualifications', 'Developing apprenticeship standards', and 'Apprenticeship standards'. The breadcrumb trail reads 'Home > Search the Apprenticeship Standards > Team leader or supervisor'. The page title is 'TEAM LEADER OR SUPERVISOR'. A pink box contains a warning icon and text: 'Flexibilities agreed that are in line with the Covid-19 guidance on our website. Due to Covid-19, it has been agreed that all methods of assessment can be delivered remotely. All adaptations need to be approved by the standards EQA provider and meet the Covid-19 guidance on our website.' The 'Overview of the role' section states: 'Managing teams and projects to meet a private, public or voluntary organisation's goals.' The 'Details of standard' section lists: 'Status: Approved for delivery', 'Level: 3', 'Reference: ST0384', 'Version: 1.2', 'Date updated: 25/06/2020', 'Approved for delivery: 1 June 2016', 'Route: Business and administration', 'Minimum duration to gateway: 12 months (this does not include EPA period)', 'Maximum funding: £4500', 'Trailblazer contact(s): sarah.bishop@cabinetoffice.gov.uk, Anne.Thomas@serco.com', and 'Employers involved in creating the standard: Serco, Balfour Beatty, etc.'



Business Support Occupational Specialism

Direct links to Business Administrator apprenticeship standard

Key areas this OS covers:

- Support the running of the organisation
- Organise and prioritise workloads and processes
- Recommend and deliver improvements to business practices
- Build and maintain positive internal and external stakeholder relationships
- Manage the business information flow

The screenshot shows the Institute for Apprenticeships & Technical Education website. The header includes the logo, a search bar, and social media links. The main navigation bar has links for About, Ensuring quality, T Levels, Higher technical qualifications, Developing apprenticeship standards, and Apprenticeship standards. The page title is "BUSINESS ADMINISTRATOR". A pink box contains a warning about Covid-19 adaptations. A blue box describes the role. A yellow box provides details about the standard's status and funding.

Institute for Apprenticeships & Technical Education

Search...

NewsHub

About Ensuring quality T Levels Higher technical qualifications Developing apprenticeship standards Apprenticeship standards

Search the Apprenticeship Standards Business administrator

BUSINESS ADMINISTRATOR

Flexibilities agreed that are in line with the Covid-19 guidance on our website

Due to Covid-19, it has been agreed that all methods of assessment can be delivered remotely.

All adaptations need to be approved by the standards EQA provider and meet the Covid-19 guidance on our website.

Overview of the role

Supporting and engaging with different parts of the organisation and interact with internal or external customers.

Status: Approved for delivery

Level: 3

Reference: ST0070

Version: 1.0

Date updated: 16/07/2020

Approved for delivery: 18 September 2017

Route: Business and administration

Typical duration to gateway: 18 months (this does not include EPA period)

Maximum funding: £5000

Trailblazer contact(s): tom.j.pearce@uk.gt.com

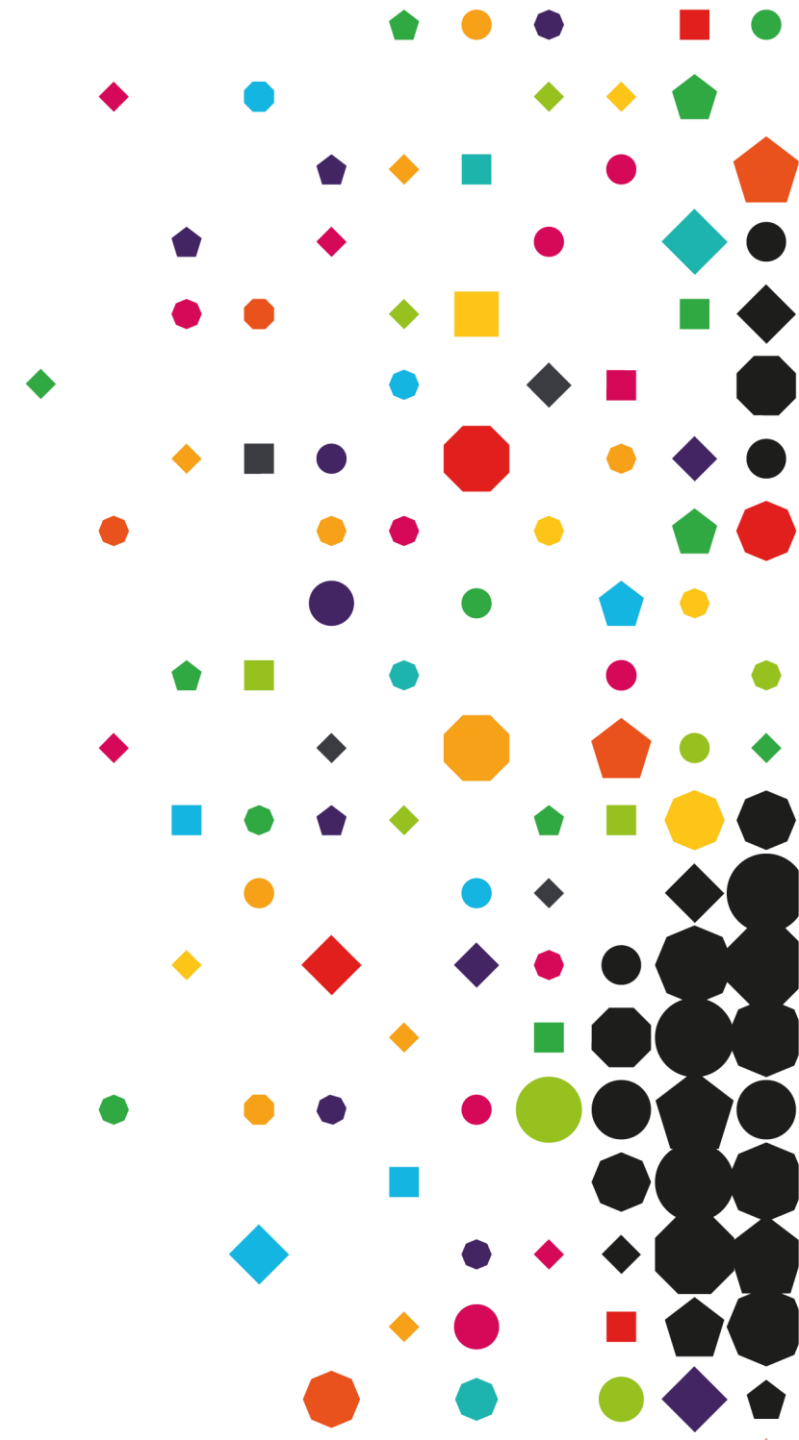
Employers involved in creating the standard: Grant Thornton UK LLP, BT, Npower, Federation of Small Businesses, Peter Jones

Assessment contribution – CORE & OS

The overall assessment weighting for the core and the occupational specialism is 50:50.

| | Core | Occupational Specialism |
|-------|------|-------------------------|
| | 50% | 50% |
| GLH | 600 | 520 – 549 |
| Grade | A*-E | P/M/D |

| Assessment - CORE | Overall contribution |
|----------------------|----------------------|
| Core examination 1 | 30% |
| Core examination 2 | 30% |
| Employer-set project | 40% |





Provisional GLH allocation to CORE exams

| Paper 1 | Provisional Guided Hours allocated |
|---|---|
| Section 1 Business Context | 125 |
| Section 2 People | 90 |
| Section 7 Business Behaviours | 45 |
| Total provisional GLH | 260 |
| Paper 2 | |
| Section 3 Quality and Compliance | 50 |
| Section 4 Finance | 60 |
| Section 5 Policies and Procedures | 45 |
| Section 6 Project and Change Management | 95 |
| Total provisional GLH | 250 |



Industry Placement

- Every T Level includes an industry placement
- Minimum of 315 hours (approximately 45 days) but can last longer.
- Employers can offer industry placements as they see fit
- Providers will ensure learners have an industry placement and will support employers offering industry placements.
- This will include assistance with the necessary paperwork, a careful planning process and support with designing the industry placement.

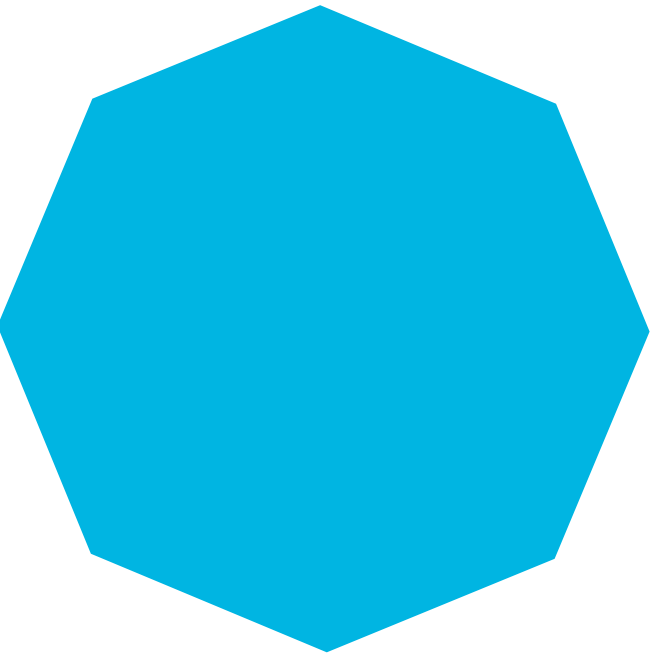
Take a look at Government guidelines [here](#)

Industry Placement support – AOC website

<https://www.aoc.co.uk/ip-guidance-resources>

- For providers 'How to' guidance
 - Before placements
 - For students
 - During placements
- Tools and templates
 - Employer engagement
 - Before placements
 - During placement
 - Post placements
 - For employers





Specification Content

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





Coming soon..

Resource development



Curriculum planning support

Workshops for

- **Core (including Employer Set Project)**
- **Occupational specialisms**

Teaching and Learning support for exam components

12-month countdown timeline for providers

12-month countdown timeline for providers

T Level Technical Qualification in Management and Administration

City & Guilds and ILM are developing the T Level Technical Qualification (TQ) in Management and Administration, which will be available for first teaching from September 2022 - available in England only.



Key dates for your diary

| September '21 | October '21 | November '21 | December '21 |
|--|---|--|---|
| September ■ Quarterly e-bulletin published | October ■ Refresher webinar for 2022 providers | November ■ Familiarisation event to provide an update on the core content and high-level assessment overview | December ■ Quarterly e-bulletin published |
| September ■ HEI guide and learner flyer published on the website | October ■ Familiarisation events to provide high level overview of the TQ | | |

| January '22 | February '22 | March '22 | April '22 |
|---|---|--|---|
| January ■ Familiarisation event to provide an update on the Occupational Specialisms content and high-level assessment overview | February ■ Curriculum planning events | March ■ Quarterly e-bulletin published | April ■ Teaching and learning events to update on new resources and support available |
| January ■ Approvals support webinar | February ■ Two-year sample curriculum planners published on the website | March ■ Introduction to the TQ Associates | April ■ Regional network events |
| | February ■ Approvals application opens on Monday 28 February | March ■ 'Ask a T Level expert' drop-in session | |
| | February ■ 'Ask a T Level expert' drop-in session | | |

How to contact us

E: technicals.quality@cityandguilds.com
 T: Monday to Friday | 0300 303 5352
 W: i-l-m.com/tlevels
cityandguilds.com/tlevels/business

"T-LEVELS" is a registered trademark of the Department for Education.
 "T Level" is a registered trademark of the Institute for Apprenticeships and Technical Education.

Click [here](#) to download the full document

Support & Guidance

Ready to Support eligible providers and stakeholder engagement

- Updated webpage for T Levels
- Timeline
- Provider focus groups/curriculum planning
- Employer Industry Boards
- e-bulletins
- Specification
- Dedicated Technical Advisors

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

DFE resources



Engineering and Business T Levels timeline 2020-2022

City & Guilds: [cityandguilds.com/tlevels](https://www.cityandguilds.com/tlevels)
Walled Garden: walled-garden.com

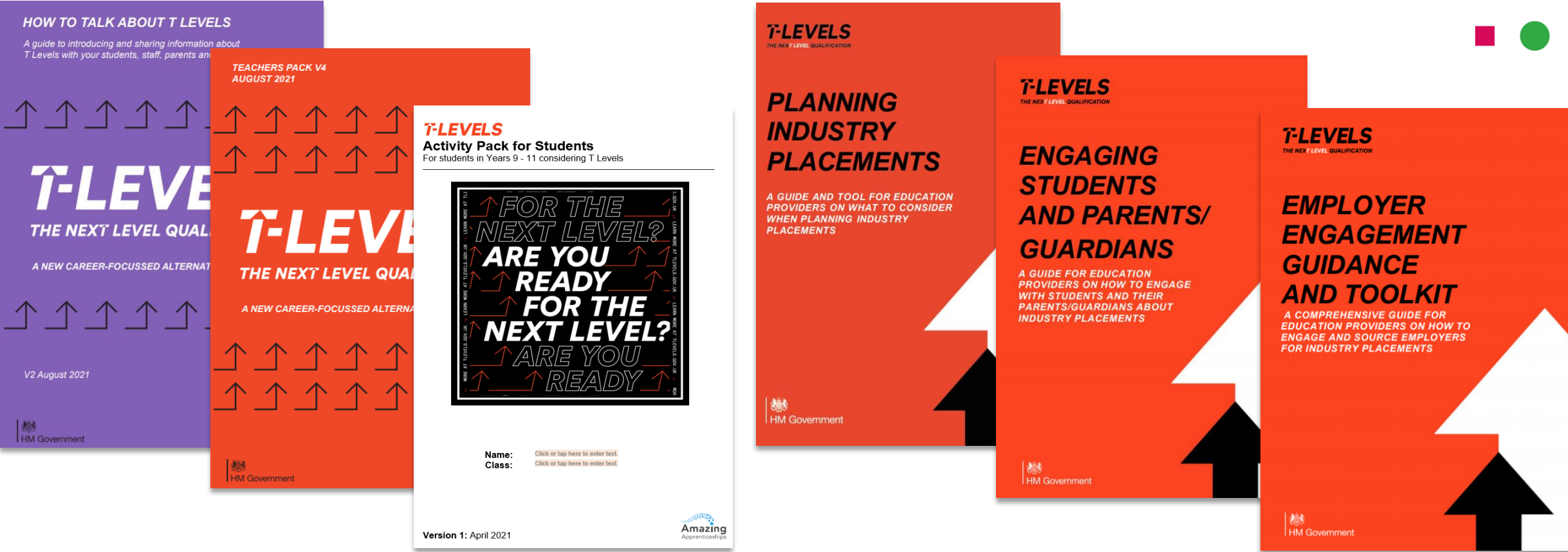
City & Guilds
A City & Guilds Group Business

| 2020 | | | | 2021 | |
|--|--|---|---|---|--|
| September | October | November | December | January | February |
| Home update news 2 T Levels test assessment (England only) What you need to know now Content support helpline Provider support network (PSN) Checklist for activities and timelines | Launch update Provider update Start development of Technical Qualification Technical Qualification (TQ) development phase - employer and provider content development | Technical Qualification development TQ development phase - employer and provider validation points | Provider update Content online platform for first draft documents Headline Quarterly e-bulletins Technical Qualification development TQ development phase - employer and provider validation points | Feedback T Levels assessment activities for providers, learners and parents Technical Qualification development TQ development phase - employer and provider validation points | Technical Qualification development TQ development phase - employer and provider validation points |
| 2021 | | | | | |
| March | April | May | June | July | August |
| Feedback on the TQs in Engineering and Business Technical Qualification development TQ development phase - employer and provider validation points | Technical Qualification development TQ development phase - Draft documents shared with providers Headline Quarterly e-bulletins | Quality assurance preparation Provider update - to support approval process Technical Qualification development TQ development phase - employer and provider validation points | Update news Provider support network - followed by technical reports and industry partners Technical Qualification development TQ development phase - final employer and provider validation points | TQ update news Provider support network - followed by technical reports and industry partners Headline Quarterly e-bulletins Technical Qualification development TQ development phase - final employer and provider validation points | Quality assurance Provider update - to support approval process |

If you have any questions please contact us: Technical.quality@cityandguilds.com
T 0200 303 5352

September 2020

Free promotional material from the Department for Education



October 2021

T-LEVELS



Institute for Apprenticeships
& Technical Education

T-LEVELS

Questions?
Thank you for attending

October 2021

'T LEVELS' is a registered trademark of the Department for Education.
'T Level' is a registered trademark of the Institute for Apprenticeships
and Technical Education.

City & Guilds

ilm