


**T-LEVELS**

 Institute for Apprenticeship  
& Technical Education

# T Levels – Management & Administration

## Curriculum Delivery & Planning

March 2022

A City & Guilds Group Collaboration

# Meet the Team



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# Using the webinar platform



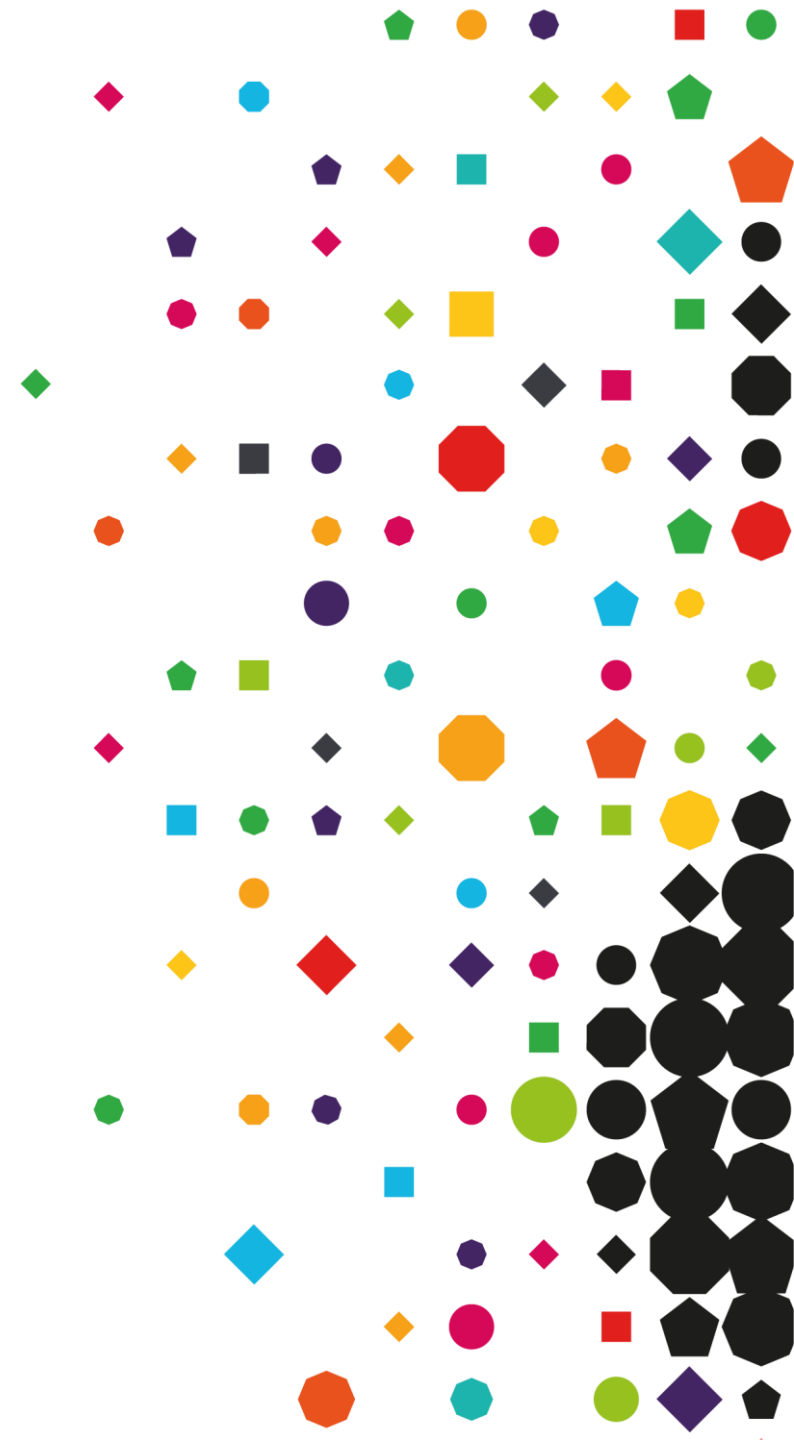
**Send any questions in the question area throughout the webinar**



**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

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

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

### Maths and English

GCSE or Functional Skills Level 2

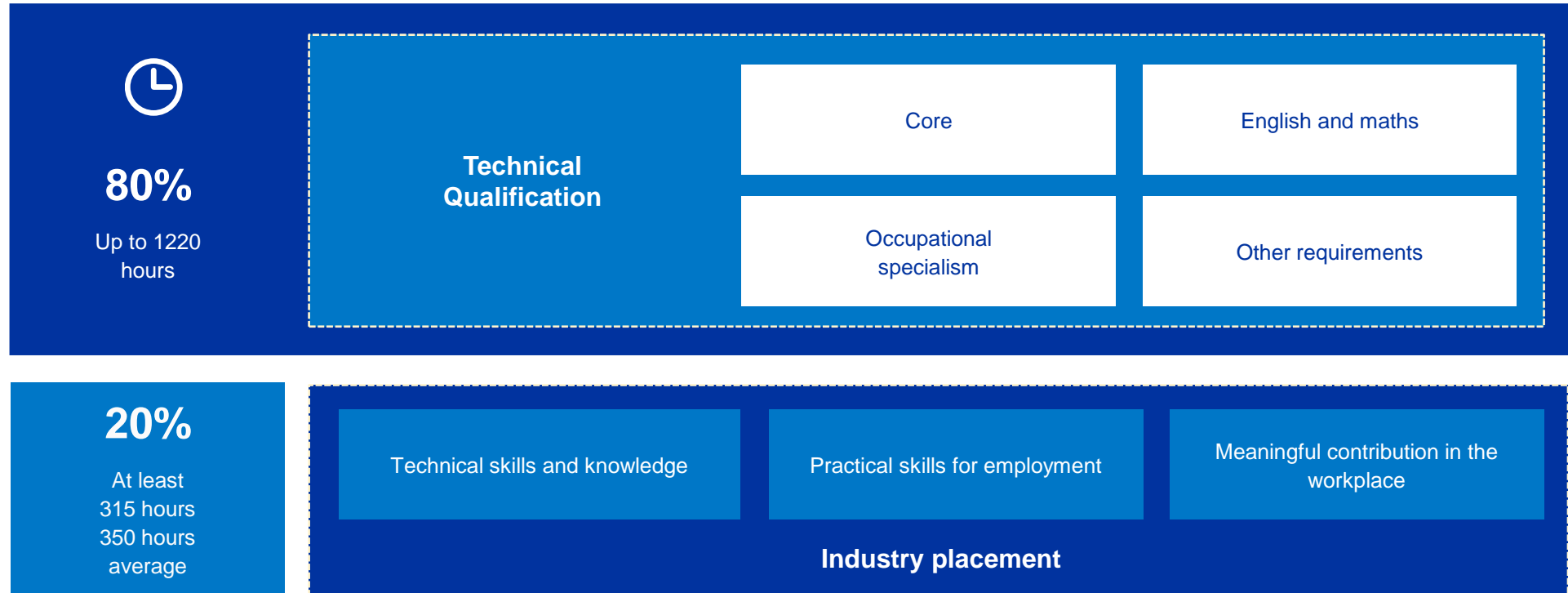
### LTP

(other requirements set by  
T Level panel)

### Employability, enrichment & pastoral (EEP)

# The T Level Course

2 years



# Technical Qualification

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.



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# Mapping and example delivery model

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

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## Core:



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

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## 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)

Adaptable delivery plan for T Level Management & Administration Curriculum Plan

TQ GLH 1195-1220

YEAR 1 OF 2

[illegible]

# Sample Course Delivery: Year 1 Term 2

[illegible]



# Sample Course Delivery: Year 1 Term 3

[illegible]

[illegible]

# Sample Course Delivery: Year 2 Term 2

[illegible]

# Sample Course Delivery: Year 2 Term 3

[illegible]

# 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)

# Where will the delivery planners be located

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

**Curriculum delivery planners**

**Onsite Construction**

- [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 \(XLSX\)](#)
- [T Level Curriculum delivery planner On-site Year 2 Blank \(XLSX\)](#)

**Building Services Engineering**

- [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 \(XLSX\)](#)
- [T Level Curriculum delivery planner BSE Year 2 Blank \(XLSX\)](#)

On the link above click the accordion Curriculum delivery planners




# Example timetable

	9	10	11	12	1	2	3	4	5
Monday	<b>Industry Placement Opportunity</b> (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.

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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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Industry Manager – T –Level Management & Administration

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# Support & Poll

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We would appreciate it if you would take the time to answer the single poll question which should come on screen shortly.

A quick poll question



# 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 \*

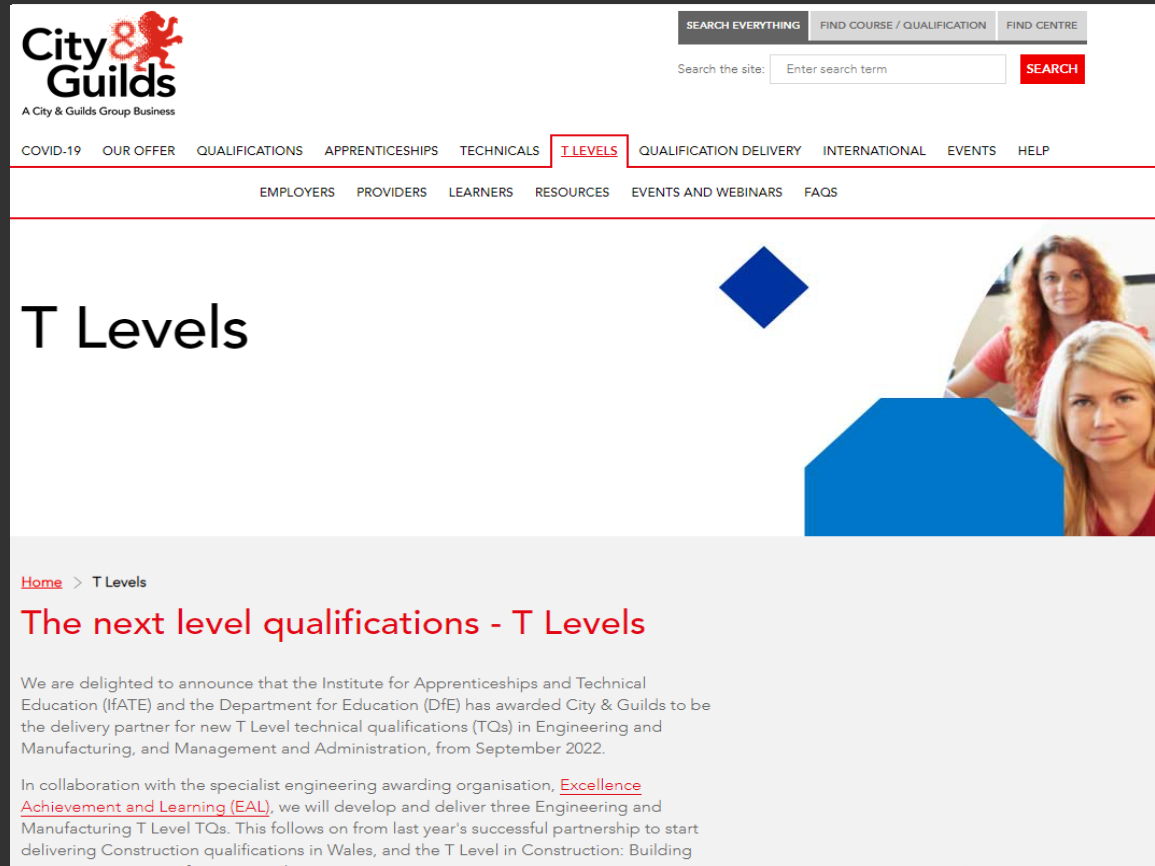
**Next**

# 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**

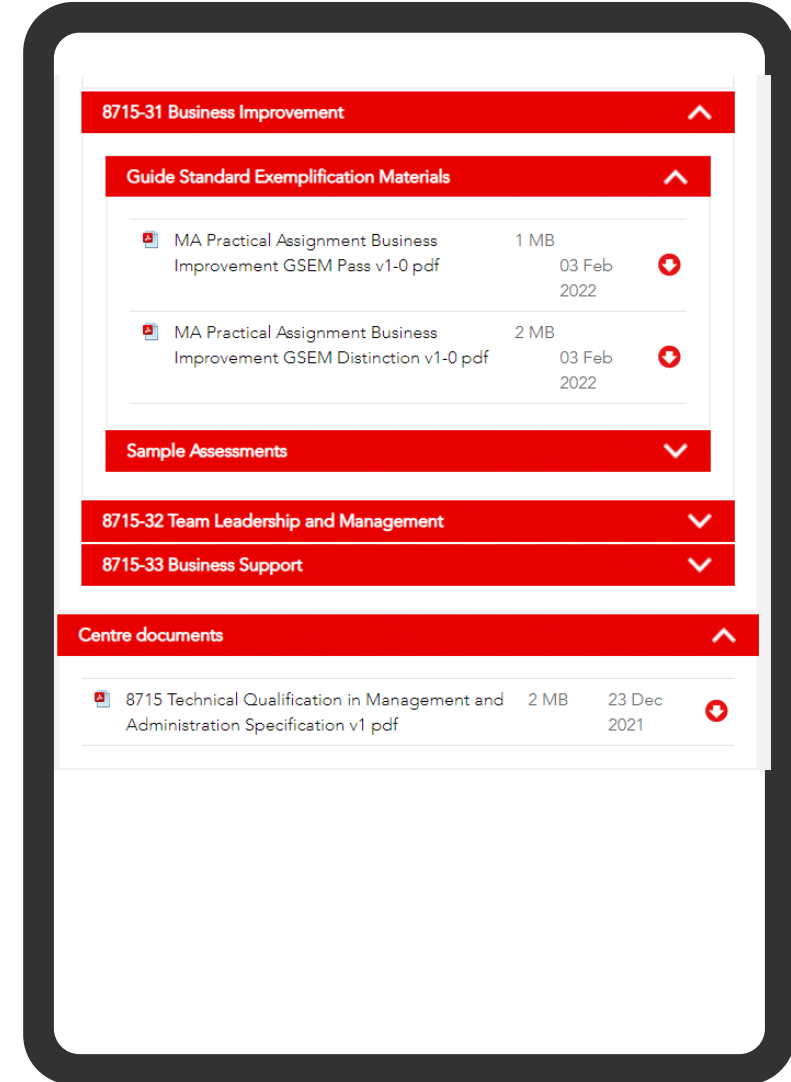
**<https://www.cityandguilds.com/tlevels/providers>**



The screenshot shows the City & Guilds website with the 'T LEVELS' menu item highlighted. The main heading is 'T Levels'. Below it, a breadcrumb trail reads 'Home > T Levels'. The subheading is 'The next level qualifications - T Levels'. The text below states: 'We are delighted to announce that the Institute for Apprenticeships and Technical Education (IfATE) and the Department for Education (DfE) has awarded City & Guilds to be the delivery partner for new T Level technical qualifications (TQs) in Engineering and Manufacturing, and Management and Administration, from September 2022.' It continues: 'In collaboration with the specialist engineering awarding organisation, [Excellence Achievement and Learning \(EAL\)](#), we will develop and deliver three Engineering and Manufacturing T Level TQs. This follows on from last year's successful partnership to start delivering Construction qualifications in Wales, and the T Level in Construction: Building Construction from September 2021.'

# Free Tutor Resources

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



# Free promotional material from the Department for Education



# 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:



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


##### Occupational Specialisms:



(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](https://tlevels.gov.uk/students/find)

Alternatively, learn more at:  
[i-l-m.com/tlevels](https://i-l-m.com/tlevels)  
[cityandguilds.com/tlevels/business](https://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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"T Level" is a registered trademark of the Institute for Apprenticeships and Technical Education.



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Questions?  
Thank you for attending

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