October 2021

T Levels – Management & Administration

A high-level overview of the TQ Core & Assessment

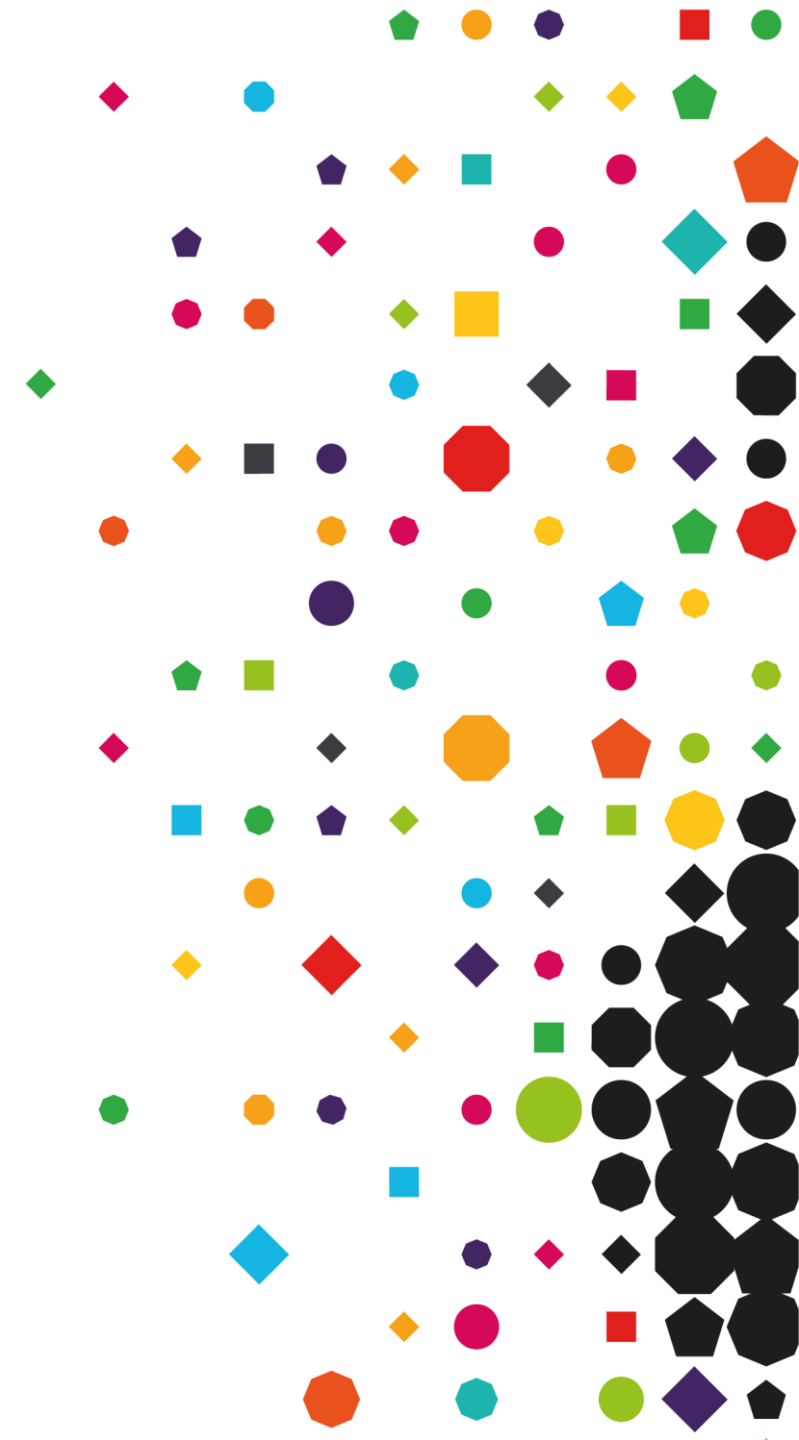A City & Guilds Group Collaboration

Using the webinar platform

Send any questions in the chat area throughout the session

All attendees should be set to mute

Webinar resources will be shared on our website shortly after

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Who we are

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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

Assessment:
•   External exams
•   Substantial employer set project

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:
•   Synoptic practical assignment(s)

Industry Placement
315-420 hours
Min 45-60 days

Maths and English
work towards GCSE or
Functional Skills Level 2

LTP
(other requirements set by
T Level panel)

Employability, enrichment & pastoral (EEP)

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	600-620
Grade	A*-E	P/M/D

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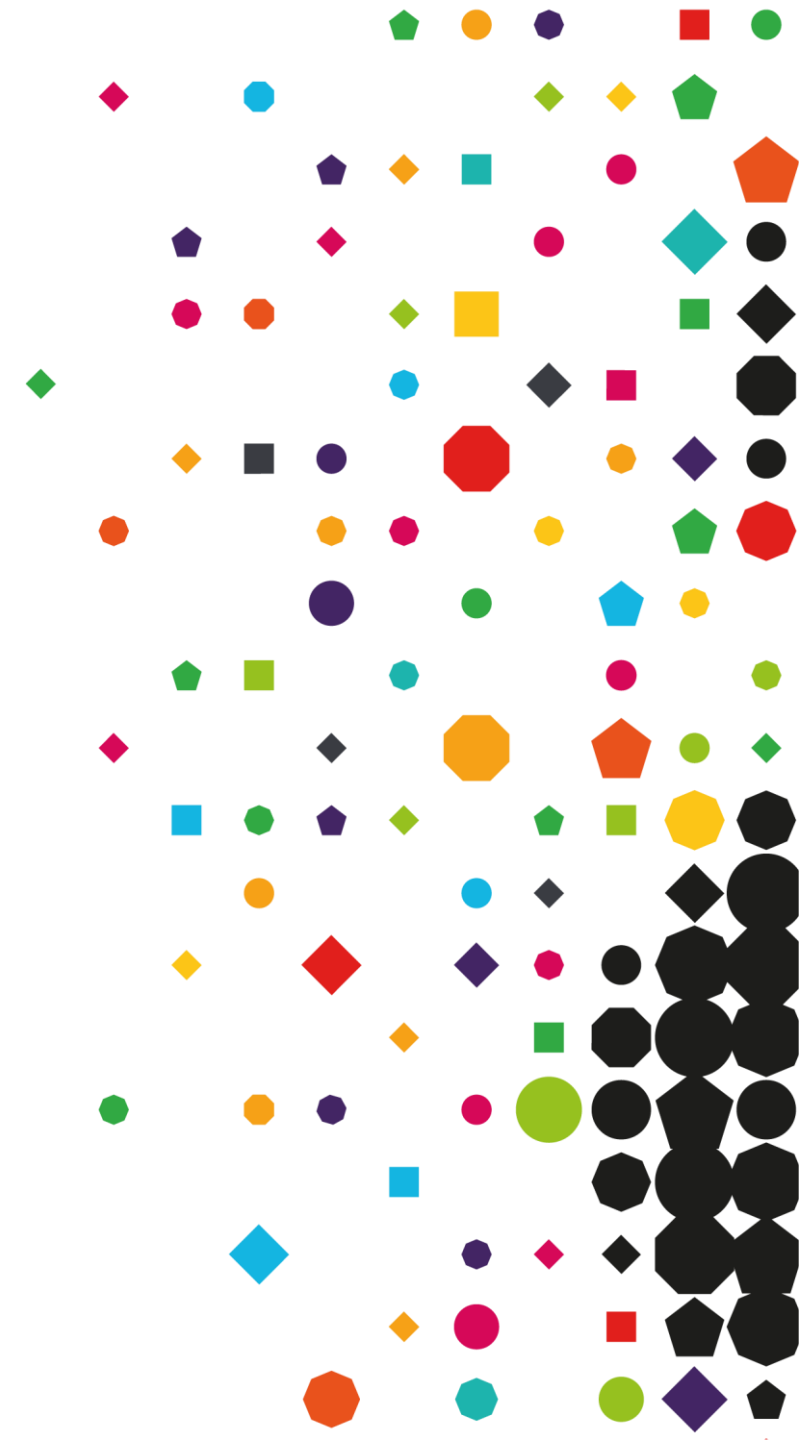
Technical Qualification - Core

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

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)

Exams and ESP focus

Paper 1	Provisional Guided Learning Hours	Employer Set Project Focus	
Business Context	146	✔	*
People	107		
Business behaviours	56	✔	*
Total provisional GLH	**309**		
Paper 2			
Quality and Compliance	47		
Finance	90		
Policies and Procedures	45		
Project & Change Management	109	✔	*
Total provisional GLH	**291**		

*

The ESP samples knowledge drawn from **across** the core content
HOWEVER – due to their importance, **all** versions of the ESP will cover content from the following core underpinning knowledge outcomes

- Business Context
- Project & change Management
- Business Behaviours

External examination of Core content

One core exam, with **two** papers.

Each paper will:

- contain **100 marks**

- have a set duration of **2.5 hours**

- be weighted **30%** of the overall Core grade

- be **externally-set and marked**

- be based about a detailed **test specification** and associated **assessment grids** to support sampling

- be sat within the same **assessment window**.

Rationale – Requirement for two papers

- **Small number of overall outcomes (7)**

- **Range of assessment options considered**

- **The view reflected by these panels endorsed the proposed structure:**
  - *To reflect the overall breadth and depth*
  - *To support manageability and access to the assessments*
  - *The level of content integration in the Core*
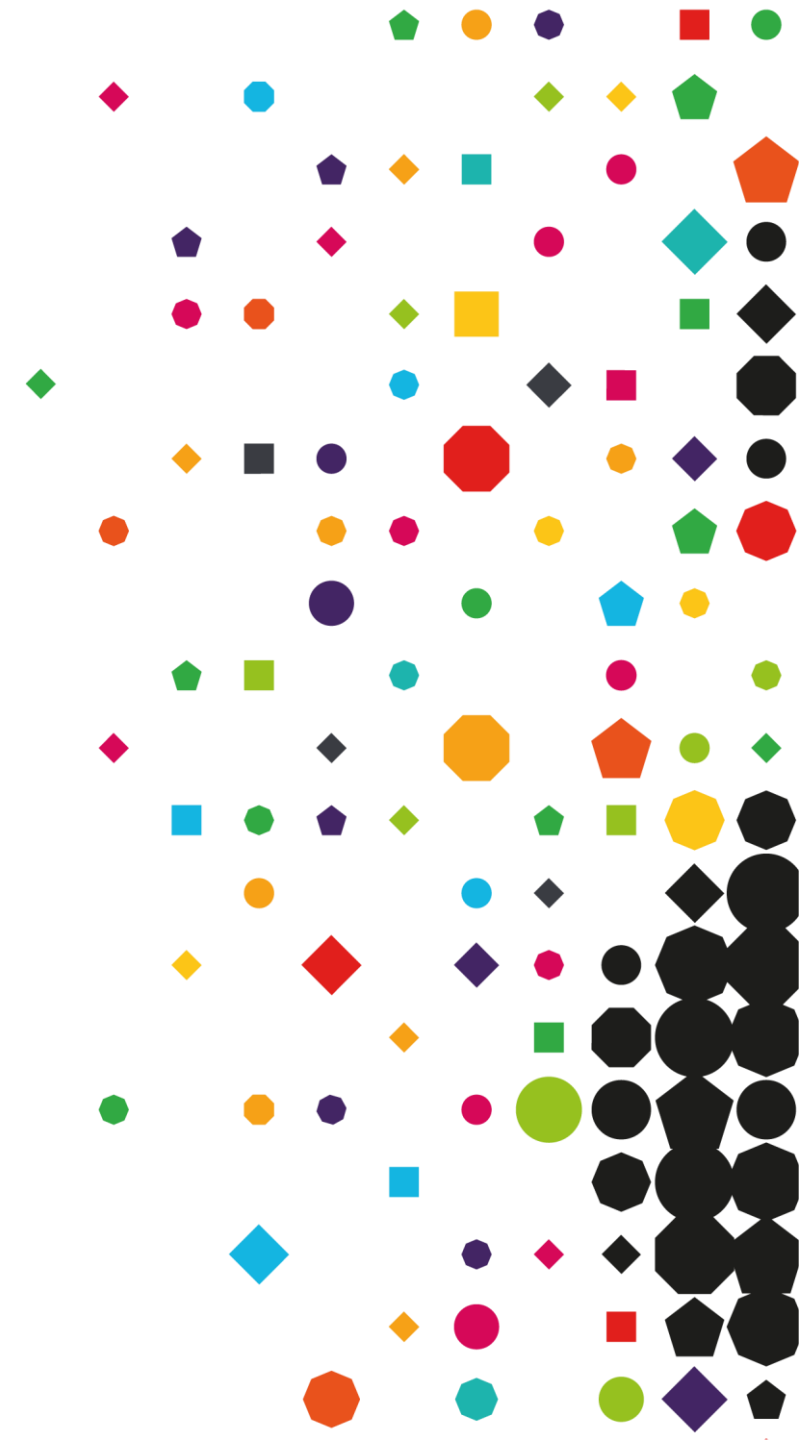
Rationale – Content split

- SME panels and employer/provider validation reviewed the linkages between the subject content, and considered opportunities for splitting the content into two separate papers.

- *Paper 1 – focused on the overall context of businesses and its people*

- *Paper 2 – focused primarily on the inner-workings of businesses, how it functions and operates.*

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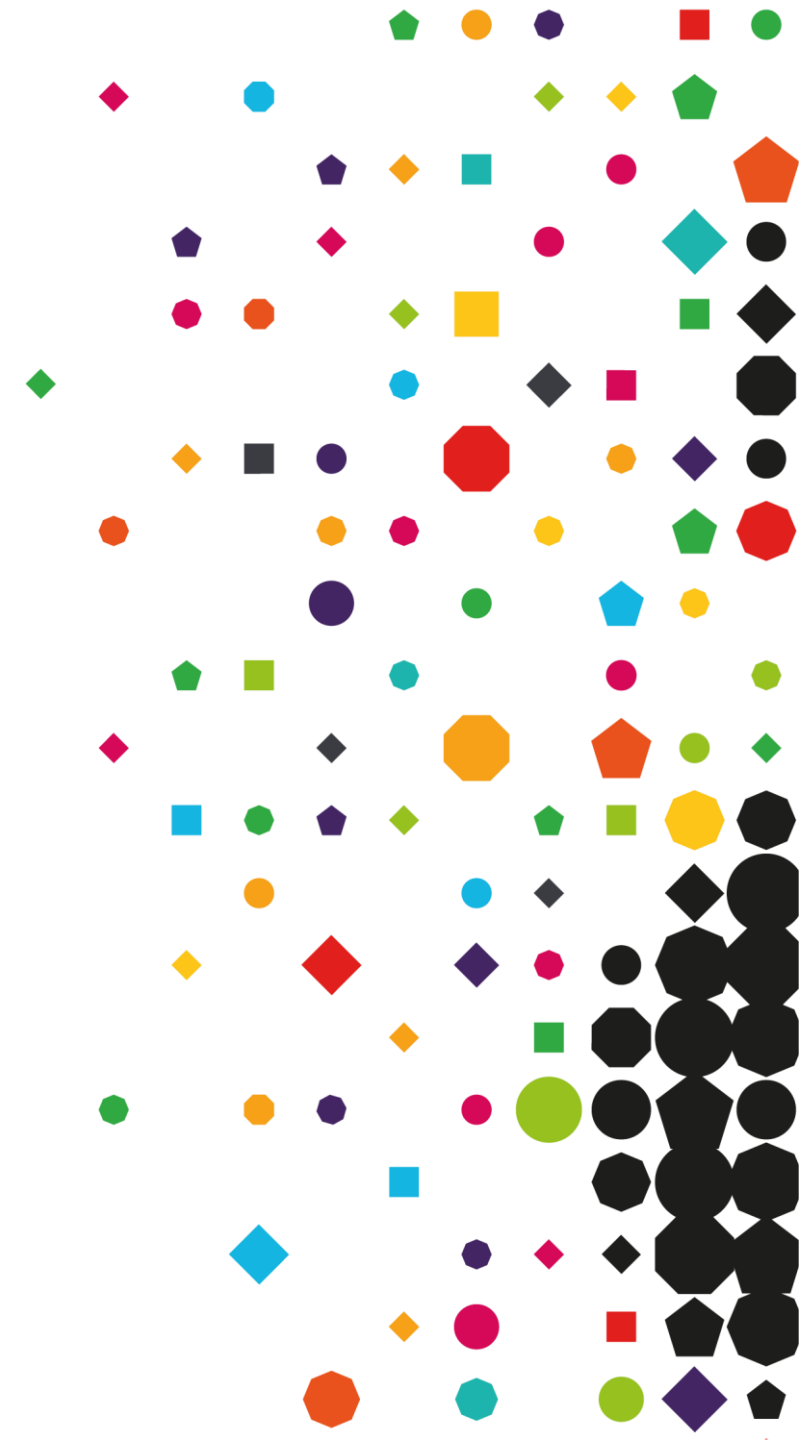
Rationale – marking approach

Mark schemes will:

- be **points-based**

- include greater use of **response-style mark schemes**

- Use minimal carrier language

- Avoid use of 'model-type' answer approaches

- Provide guidance on unacceptable types of response.

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Employer Set Project -Core

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# Employer-set project – covering Core skills/ knowledge

- The **Employer-set project**.

- contains **100 marks**
- set duration of **25 hours**
- weighted **40%** of the overall Core grade
- **externally-set, marked** & **moderated**

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Employer-set Project – Rationale

The brief

- Offers opportunity for students to engage within industry,

- Not limited to a single industry area,

- Does not show bias to any one of the occupational specialisms

- Provides scope to cover all of the Core skills

- Includes Assessment objective weightings
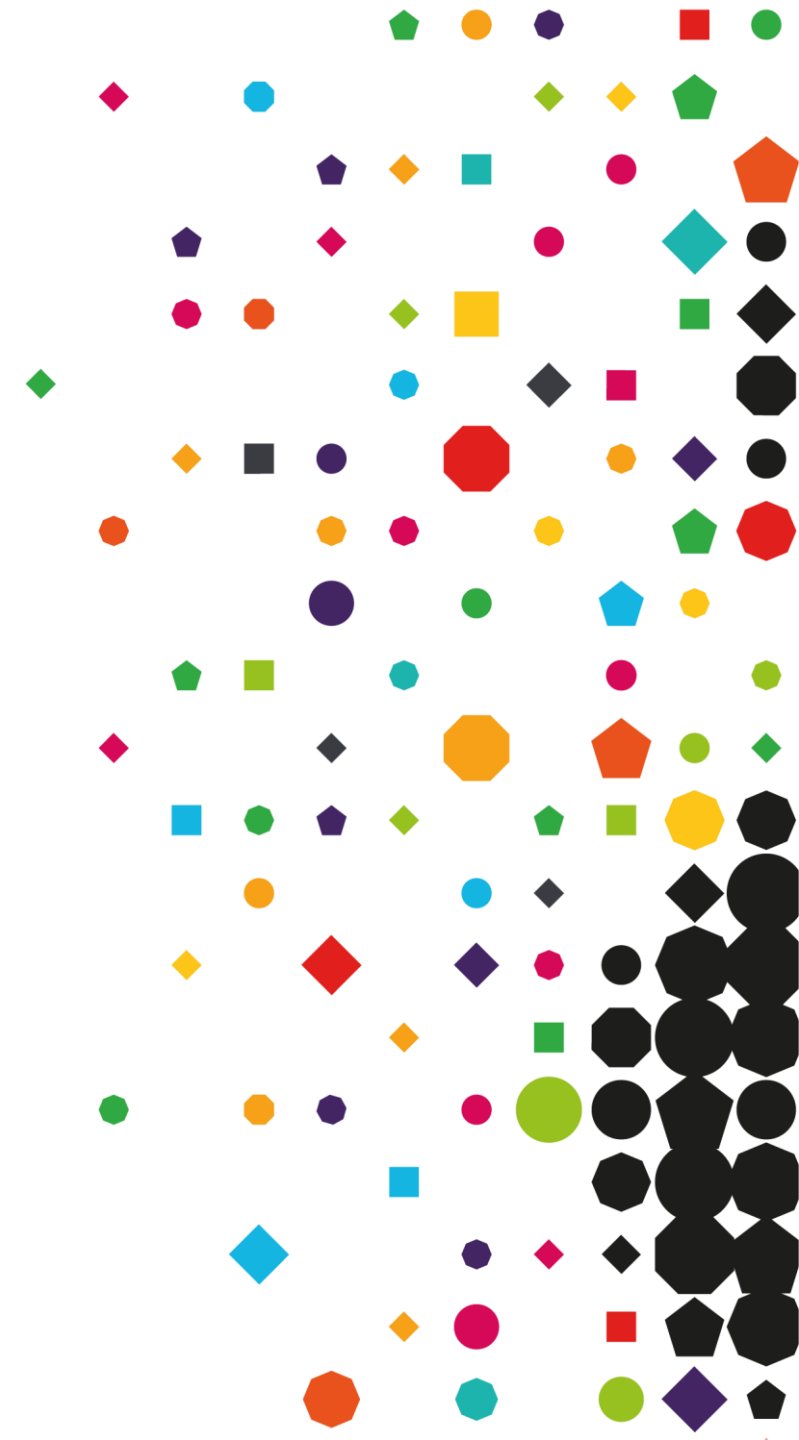
Funding Bands

	average planned hours	minimum planned hours required for the band	funding rate (2 years)
Band 6 - small T Levels	1330 hours	1180 hours	£9,446
Band 7 - medium T Levels	1530 hours	1380 hours	£10,896
Band 8 - large T Levels	1680 hours	1580 hours	£11,982
Band 9 - very large T Levels	1830 hours	1730 hours	£13,068

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Resources

Events & Webinars

- Teaching & Learning support for exam component

- Previous events, networks and webinars are located on our T Level Home page here under the accordion Management & Administration. Here you will also find copies of the slide decks presented in the events, networks and webinars.

- For the most up to date information regarding future events please register for our T Level e-bulletin here.
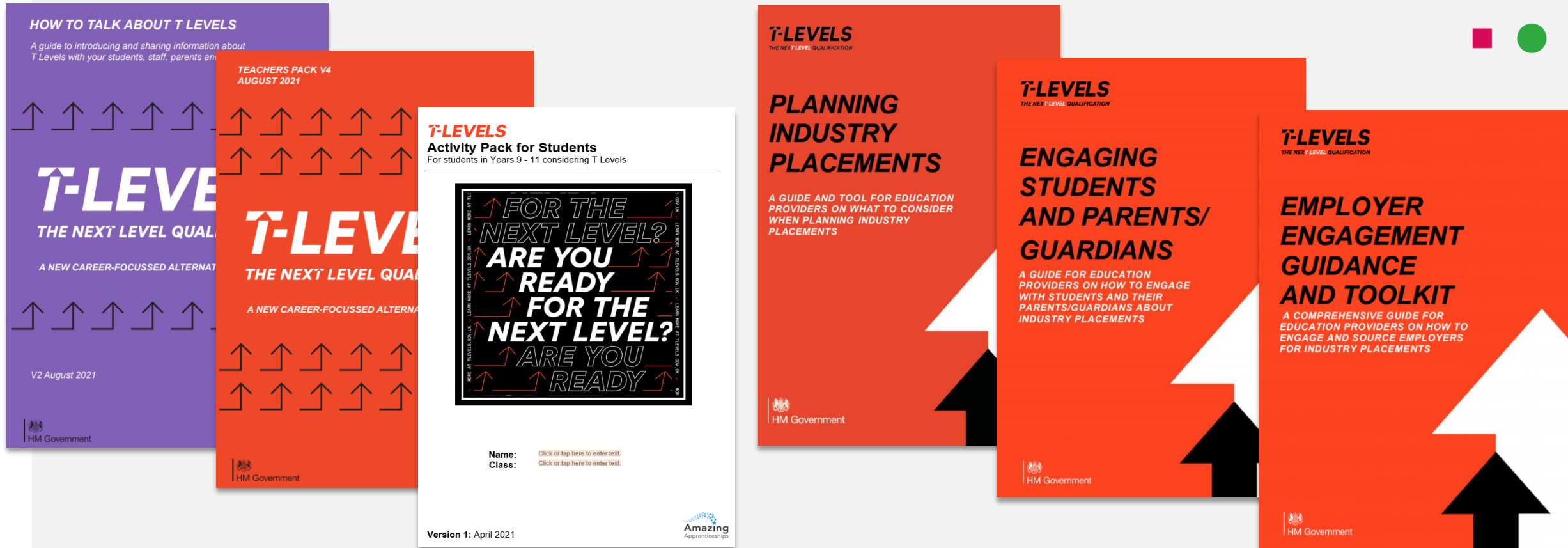
Tutor resources

Management and Administration

Tutor resources

(1) Business context (ZIP)

(2) People (ZIP)

(3) Quality and compliance (ZIP)

(4) Finance (ZIP)

(5) Policies and procedures (ZIP) (Updated 16 September 2022)

(6) Project and change management (ZIP)

(7) Business behaviours (ZIP)

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Free promotional material from the Department for Education

Management and Administration T Level: Core Textbook

Tackle the core component of your Management and Administration T Level head on with this comprehensive textbook published in association with City & Guilds.

- Complete coverage of the T Level's core component
- Prepares students for core exams and ESP
- Publishing Spring 2023
- Available in print and digital formats
- Print: 9781398372559 // £34
- Boost eBook: 9781398372405// £11 per year
- From expert authors Tess Bayley, Sean Vertigan and Saundra Middleton

Contact Ruth Murphy to receive an advance sample chapter:
ruth.murphy@hoddereducation.co.uk

Visit www.hoddereducation.co.uk/t-levels

MANAGEMENT AND ADMINISTRATION

CORE

Tess Bayley
Sean Vertigan

HODDER EDUCATION
LEARN MORE

A range of learning and assessment features and activities to engage your learners and prepare them for the core exam and ESP

Learning outcomes
Core knowledge outcomes that you must understand and learn.

Key terms
Important terms that you should understand.

Industry tips
Useful tips and advice to help you in the workplace.

Research
Research-based activities – either stretch and challenge activities, enabling you to go beyond the course, or industry placement-based activities encouraging you to discover more about your placement.

Case study
Placing knowledge into a fictionalised, real-life context. Useful to introduce problem solving and dilemmas.

Test yourself
A knowledge consolidation feature containing questions and tasks to aid understanding and guide you to think about a topic in detail.

Health and safety
Important points to ensure safety in the workplace.

Improve your maths
Short activities that encourage you to apply and develop your functional maths skills, in context.

Improve your English
Short activities that encourage you to apply and develop your functional English skills, in context.

Assessment practice
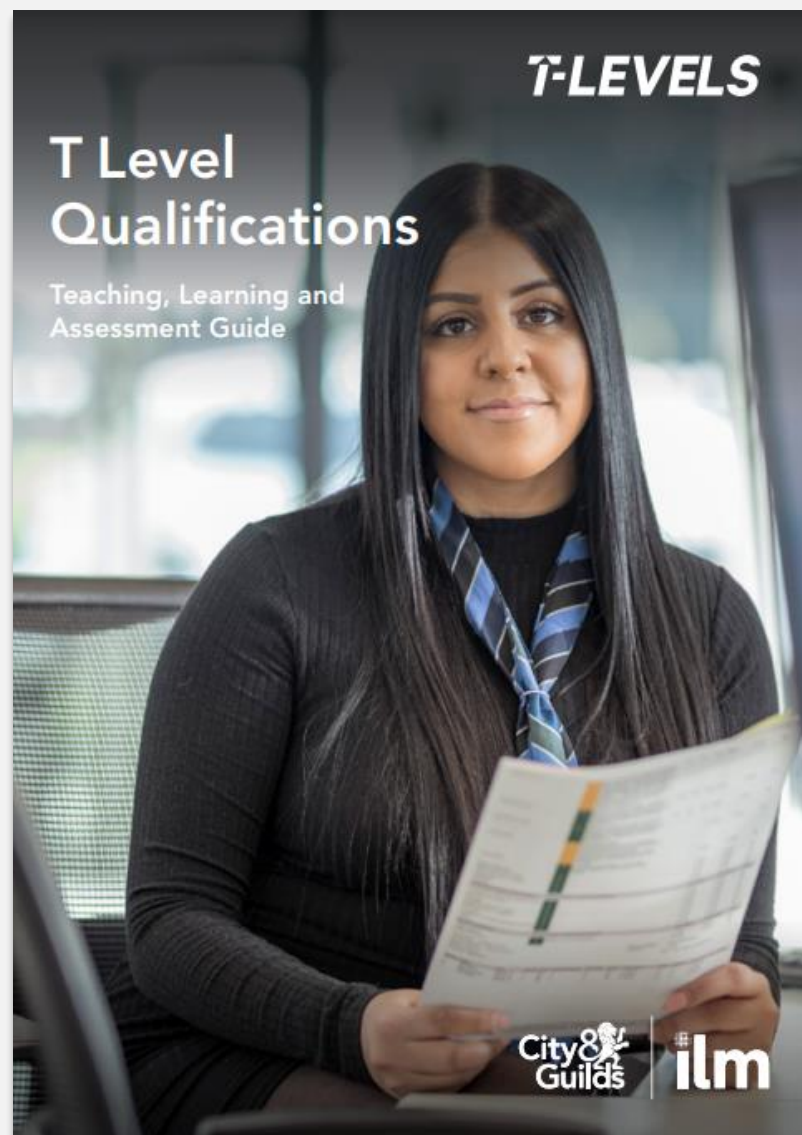Knowledge-based practice questions to help prepare you for the exam.

Project practice
Short scenarios and focused activities, reflecting one or more of the tasks that you will need to undertake during completion of the employer-set project.

Teaching, Learning & Assessment Guide

Download here

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.
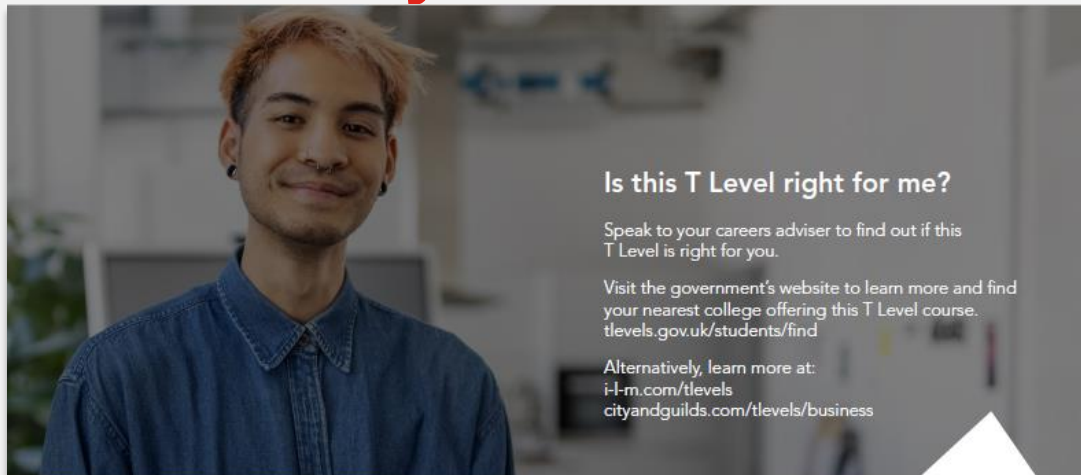
Core:

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)

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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

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.

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

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T Levels Support

For providers teaching from September 2023

(**19.10.2022**, 12.00-12.45 GMT) M&A T Level Familiarisation webinar

(**14.11.2023**, 10.00-10.45 GMT) M&A T Level Core content /high level assessment overview

(**09.01.2023**, 15.00-15.45 GMT) M&A T Level OS content high level overview

(**08.02.2023**, 12.00-12.45 GMT) Pre delivery, "Ask an Expert" drop in session

(**08.03.2023**, 12.00-12.45 GMT) Pre delivery, "Ask an Expert" drop in session

(**25.03.2023**, 10.00-13.00 GMT) Regional Network, Location TBC

(**09.05.2022**, 10.00-13.00 GMT) Regional Network, Location TBC

(**15.05.2023**, 12.00-12.45 GMT) Pre delivery, "Ask an Expert" drop in session

(**06.06.2023**, 10.00-13.00 GMT) Regional Network, Location TBC

(**27.06.2023**, 12.00-12.45 GMT) Pre delivery, "Ask an Expert" drop in session

(**10.07.2023**, 12.00-12.45 GMT) Pre delivery, "Ask an Expert" drop in session

(**22.08.2023**, 12.00-12.45 GMT) Pre delivery, "Ask an Expert" drop in session

(**06.09.22**, 12.00-12.45 GMT) "Ask a T Level Expert" drop in session for Management & Administration

Ongoing face to face networks for Pre and In delivery

Drop-in sessions via Teams

Live interactive webinars

What support demands do you need?

Feedback and Q&A

https://forms.office.com/r/xDxYKxxNDX

T-LEVELS

Questions?
Thank you for attending