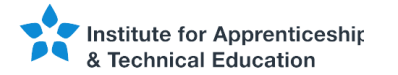


7/11/2023

**T-LEVELS**



# T Levels – Management & Administration Preparing for the Occupational Specialisms



A City & Guilds Group Collaboration



# Meet the Team & check in!



**Dom Green**

**Technical Advisor**

**Business Skills**

**[Dominic.Green@cityandguilds.com](mailto:Dominic.Green@cityandguilds.com)**



**Karen Egan**

**Technical Advisor**

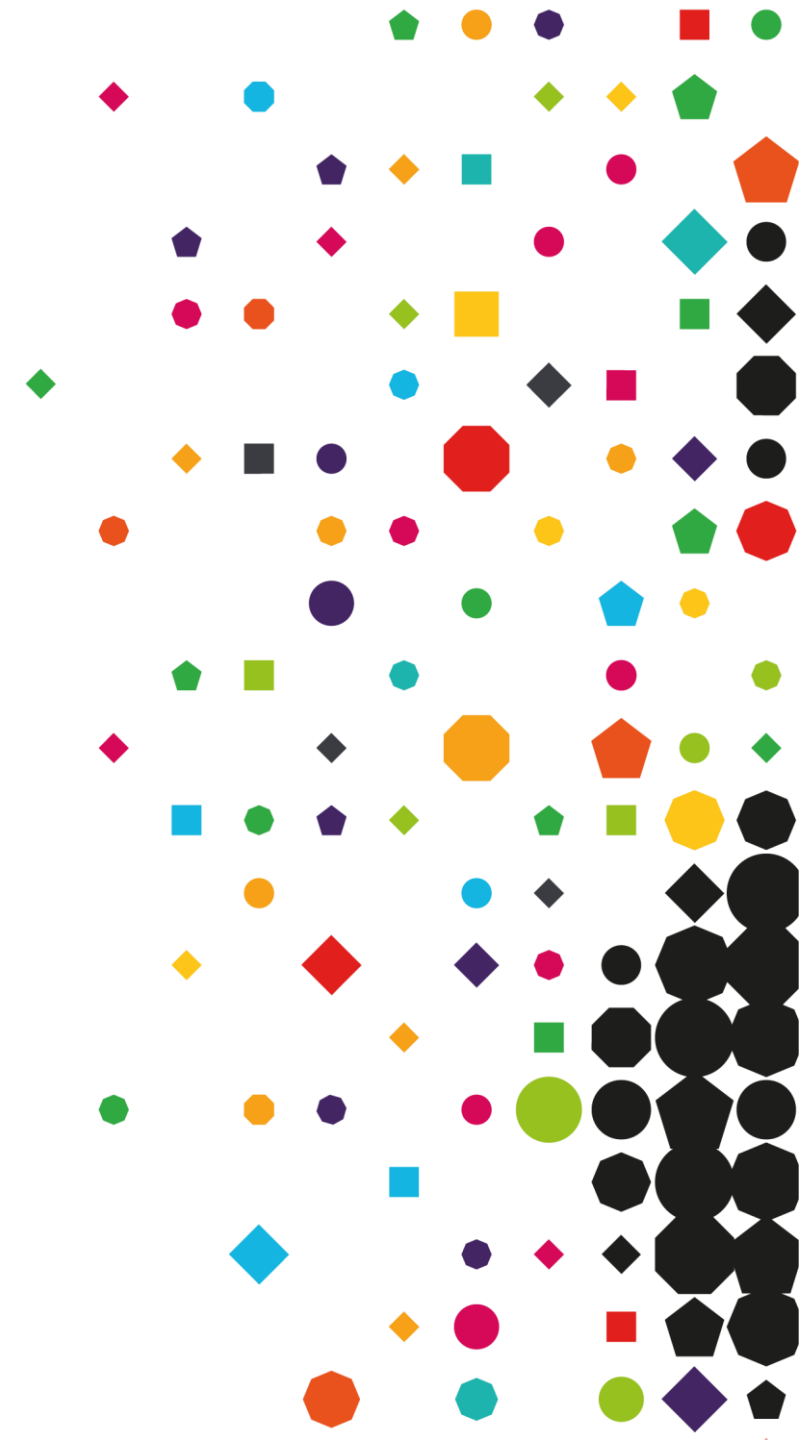
**ILM**

**[Karen.Egan@i-l-m.com](mailto:Karen.Egan@i-l-m.com)**



# Agenda

- **Welcome**
- **Overview**
  - Where we are at
  - Specialisms x3
- **Planning**
- **Assessment**
- **Resources**
- **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

**Maths and English -working  
towards**  
GCSE or Functional Skills Level 2

**LTP**  
(other requirements set by  
T Level panel)

**Employability, enrichment &  
pastoral (EEP)**

# Technical Qualification overview for Business and Administration

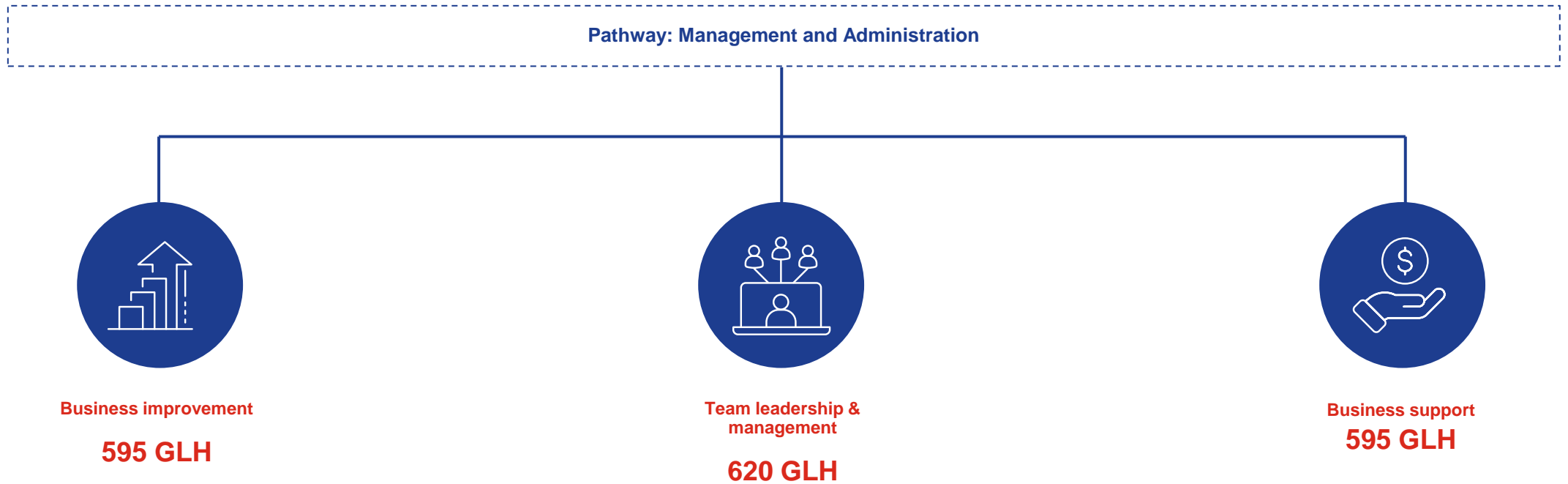
## Business and Administration Core component



Learners must complete;

- Business and Administration core
- one occupational specialism

# Planning for delivery of the OS



**Practical assessment can begin from 5<sup>th</sup> Feb 2024**

# 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)

# Occupational Specialism Assessment Dates

- [Page 9 Key dates schedule](#)

Occupational Specialism Summer 2024 assessment dates/windows	
Release of live Occupational Specialism assessment materials	22 January 2024
Occupational Specialism window	5 February 2024 to 17 May 2024
Occupational Specialism evidence upload deadline	17 May 2024

*Please note all occupational specialisms work to the same dates.*

Core Assessments Summer 2024 assessment dates/windows	
Employer-Set Project (ESP) materials release	25 March 2024
Employer-Set Project (ESP) delivery window	2 April 2024 to 10 May 2024
Employer-Set Project (ESP) evidence upload deadline	10 May 2024
Exam Paper 1	4 June 2024 9:30-12:00*
Exam Paper 2	11 June 2024 9:30-12:00*



# **T-LEVELS** Assessment

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# Occupational Specialism Assessment – Practical assessment

Each occupational specialism assessment will comprise of a practical assignment that.

- Contains **60 marks**
- Set duration of **32 hours**
- **Externally set, externally marked**
- **Externally moderated** by City & Guilds
- is based on an overarching project brief
- Range of individual tasks that are mapped to the performance outcomes of the specialism; with weightings applied per performance outcome.
- Mark scheme that reflects the individual performance outcome assessed by the specialism and with banded marks to reflect the assigned weightings.

# Occupational Specialism – assessment & grading

Each occupational specialism assessment will be graded by Pass, Merit & Distinction, not by A\* to E

Assignments will be released to Centre staff towards the end of the learners' programme, (Feb-May 24)

Centres will be required to maintain the security of all live assessment materials until assessment windows are open.

Assignments will therefore be password-protected and released to Centres through a secure method.

Learners who fail the occupational specialism following the first submission can retake in any assessment window.

Please note the revised overall grading.

		<b>Occupational Specialism</b>		
		Distinction	Merit	Pass
<b>Core</b>	A*	<b>Distinction*</b>	Distinction	Distinction
	A	Distinction	Distinction	Merit
	B	Distinction	Merit	Merit
	C	<b>Distinction</b>	Merit	Pass
	D	Merit	<b>Merit</b>	Pass
	E	<b>Merit</b>	Pass	Pass

Revised grades in **bold**.

# Occupational Specialism

The specification shows the content and assessment overview of each of the three specialisms, highlighting what learners should be able to do and provide evidence against the specific performance Outcomes

Team Leadership/ Management	Externally marked assignment	<p><b>Content overview</b></p> <p>Learners will be able to:</p> <ul style="list-style-type: none"><li>• Undertake research and analysis in response to a brief</li><li>• Undertake strategic project planning</li><li>• Undertake stakeholder management</li><li>• Demonstrate leading and supporting teams</li><li>• Coach and develop team members</li><li>• Manage difficult conversations</li></ul> <p><b>Assessment overview</b></p> <p>Learners will be assessed against the following performance outcomes:</p> <ul style="list-style-type: none"><li>• Lead, manage and develop individuals and teams to deliver outcomes</li><li>• Build relationships with colleagues, customers, and stakeholders</li><li>• Deliver core operational tasks and plans</li><li>• Manage and implement projects</li><li>• Apply governance and compliance requirements</li></ul>
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[Specification Page 34](#)

# Specification – example (business improvement)

## Monitor and report the implementation of business improvement activities (PO6)

Learning Outcome

1.31 The principles of monitoring the **implementation** and outcomes of change initiatives.

This section of the specification outlines the subject or topic that needs to be delivered and assessed. Criteria are often supported by the “range”

**Range:**

**Types of implementation** - Parallel, phased, pilot.

What do learners need to learn?  
The primary purpose of these sections is to support the delivery of the content in the criteria. These sections provide context in relation to the depth and breadth to which a subject or topic needs to be taught.

### What do learners need to learn?

The principles of monitoring performance indicators when implementing a business improvement plan.

The steps to take when preparing to implement a business improvement plan.

What effective implementation should look like.

The requirements of reporting, and escalation processes that can be expected in an implementation plan.


Types of metrics used when measuring outcomes.

### Skills

MC7  
DC4

Relate to Core Skills and general competencies in English, Mathematics and Digital Skills.

T-LEVELS

 Institute for Apprenticeships  
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# Resources

 City &  
Guilds

 ilm

# Occupational Specialism resources

## Mapping of apprenticeship materials to occupational specialisms.

Each OS has been occupationally mapped to the relevant apprenticeship standards

Business Support – Business Administrator level 3 apprenticeship,  
(resources available to purchase for our non-mandatory diploma 3473 Business Administrator

Leadership & Management – Team Leader Supervisor,  
(resources available to purchase for TLS – workbooks cover the knowledge aspect of the standard.

Business Improvement – Improvement Technician standard  
(no resources available from City & Guilds)

Speak to your regional business manager for further information.



# Guide Standard Exemplification Resources (GSEMS)

GSEMS are available for all providers for free and are located on our [website](#)

The aim of these materials is to provide centres with examples of knowledge, skills and understanding that attest to both a pass and distinction. These are available for all three specialisms.

**T-LEVELS** | Institute for Apprenticeships & Technical Education

**T Level Technical Qualification in Management and Administration (8715-31)**

**Business Improvement (311)**

**Guide Standard Exemplification Materials**

**Pass – Sample 2022**

First teaching from September 2022  
Version 1.0

**T-LEVELS** | Institute for Apprenticeships & Technical Education

**T Level Technical Qualification in Management and Administration (8715-31)**

**Business Improvement (311)**

**Guide Standard Exemplification Materials**

**Distinction – Sample 2022**

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# Sample Assessments

Sample assessments are once again available for all three specialisms. Included is a sample candidate pack and sample marking grid. These can be located under the qualifications page [here](#)

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**T Level Technical Qualification in Management and Administration (8715-31)**

**Business Improvement**

**Practical Assignment**

**Sample Candidate Pack**

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**T Level Technical Qualification in Management and Administration (8715-31)**

**Business Improvement**

**Practical Assignment**

**Sample Centre Guidance**

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**T Level Technical Qualification in Management and Administration (8715-31)**

**Business Improvement (311)**

**Practical Assignment**

**Sample Marking Grids**

First teaching from September 2022  
Version 1.0



# **T-LEVELS** Questions?

July 2023

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## About City & Guilds

Since 1878 we have worked with people, organisations and economies to help them identify and develop the skills they need to thrive. We understand the life changing link between skills development, social mobility, prosperity and success. Everything we do is focused on developing and delivering high-quality training, qualifications, assessments and credentials that lead to jobs and meet the changing needs of industry.

We work with governments, organisations and industry stakeholders to help shape future skills needs across industries. We are known for setting industry-wide standards for technical, behavioural and commercial skills to improve performance and productivity. We train teams, assure learning, assess cohorts and certify with digital credentials. Our solutions help to build skilled and compliant workforces.

[general.enquiries@cityandguilds.com](mailto:general.enquiries@cityandguilds.com)

[www.cityandguilds.com/about-us](http://www.cityandguilds.com/about-us)

01924 930 801  
City & Guilds  
Giltspur House  
5-6 Giltspur Street  
London  
EC1A 9DE

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