

# T Levels – Management & Administration



## Curriculum Delivery & Planning

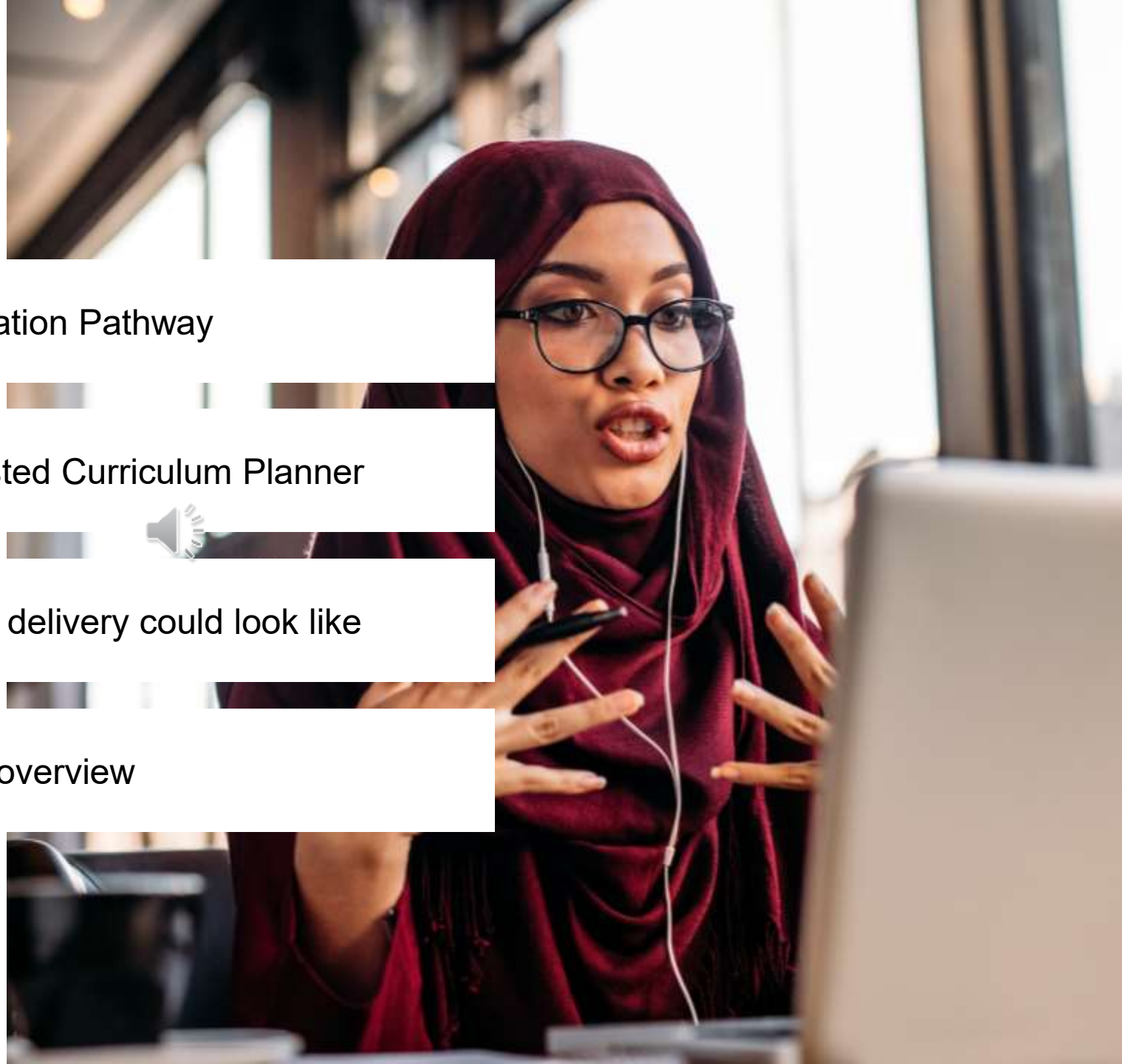
For City & Guilds



**T-LEVELS**

# Agenda

- 1 Management & Administration Pathway
- 2 Year One and two suggested Curriculum Planner
- 3 Example of what a weeks delivery could look like
- 4 Assessment method and overview



# T Level programme composition

1800 hours over two years. Achievement of T Level must include all components. UCAS points will be attached and is the 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

### Working towards

GCSE or Functional Skills Level 2

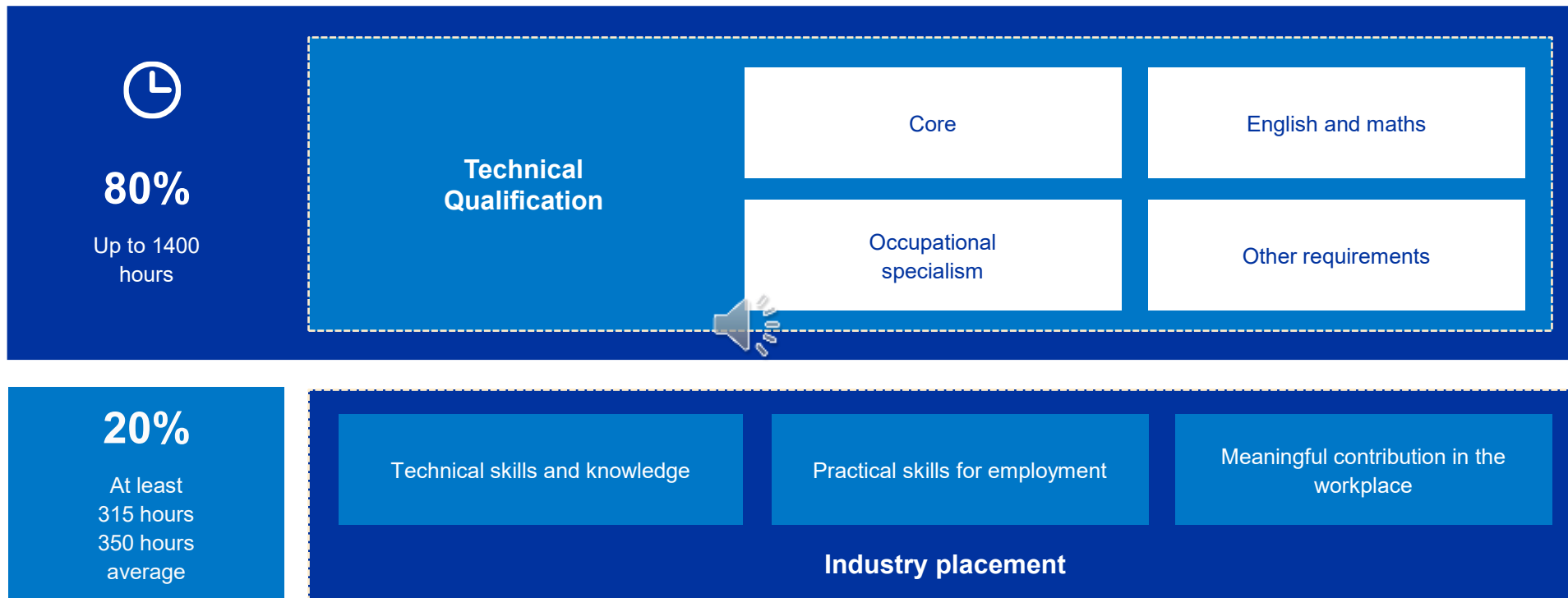
## LTP

(other requirements set by  
T Level panel)

## Employability, enrichment & pastoral (EEP)

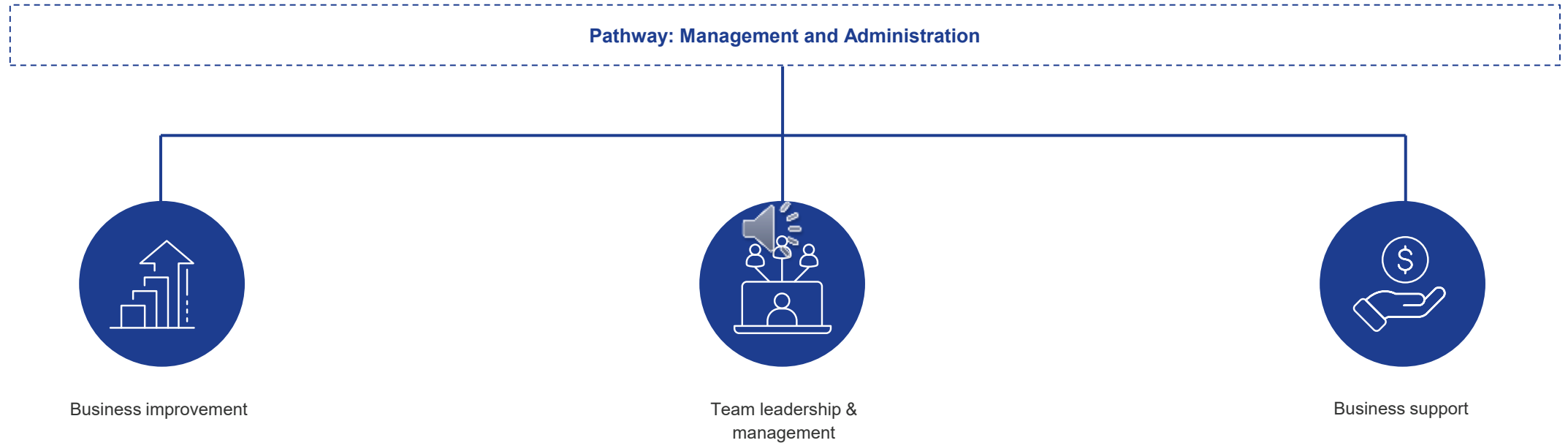
# The T Level Course

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



## Timelines for Core Exam assessments windows

Core Theory Papers	Date
Core exam 1	26.11.25 (Autumn 25 series)
Core exam 2	03.12.25 (Autumn 25 series)
Core exam 1	02.06.26 (Summer 26 series)
Core exam 2	09.06.26 (Summer 26 series)

All exams will last for 2.5 hours and will start at 9.30am and finish at 12pm

## Timelines for ESP assessments windows

ESP Series	Material release date	ESP start date	ESP end date	ESP upload deadline
Autumn 25	03.11.2025	10.11.2025	05.12.2025	05.12.2025
Summer 26	23.03.2026	30.03.2026	08.05.2026	08.05.2026

All ESPs will last the full duration of 25 hours.



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



## 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)



# 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)

# Sample Course Delivery: Year 1 Term 1

### Adaptable delivery plan for T Level Managment & Administration

Level 3 QAN 610/011/5

TQ GLH 1195-1220

YEAR 1 OF 2



## Curriculum Plan

[illegible]

[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)

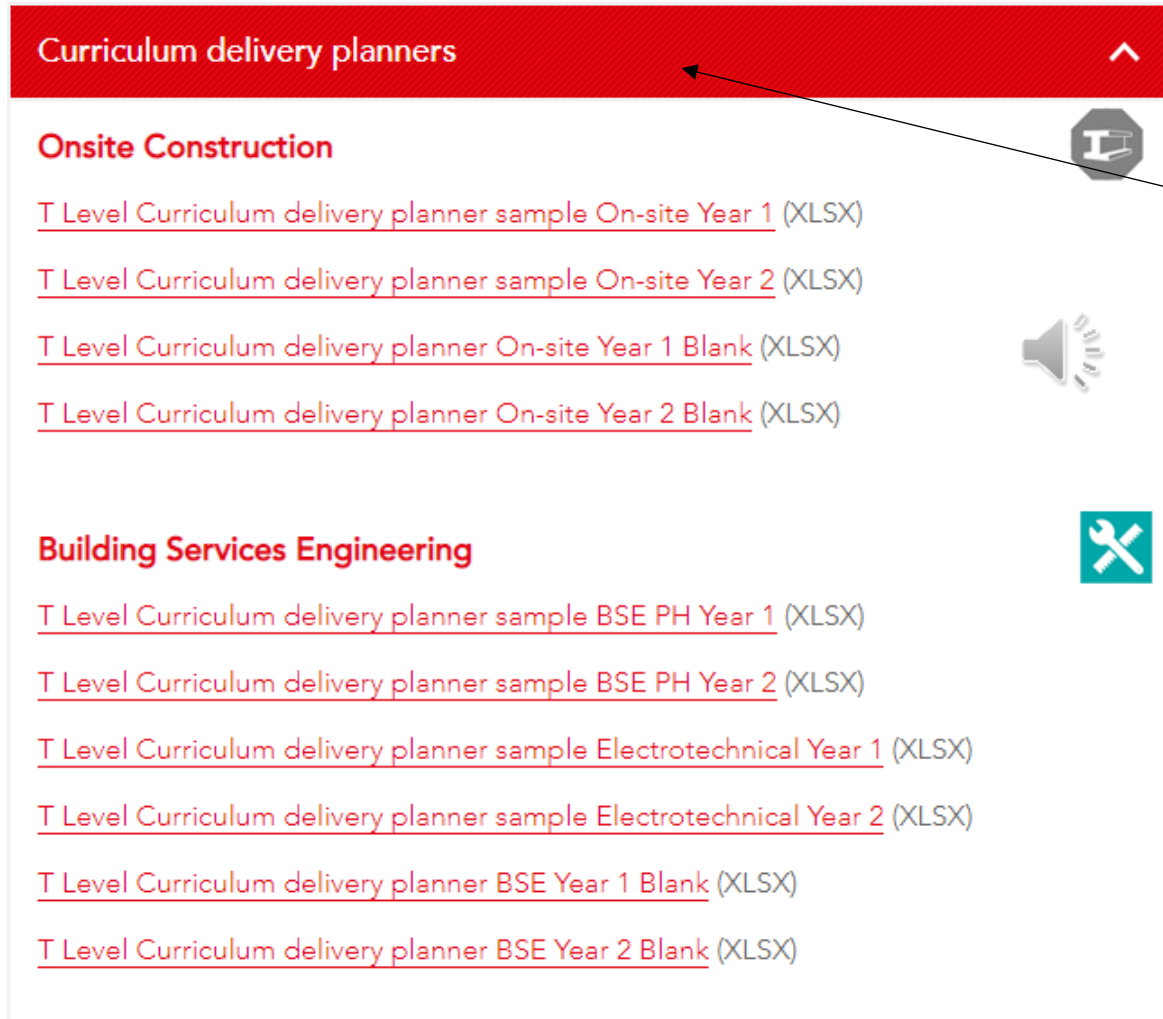
# Example timetable

	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.

# Where will the delivery planners be located

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



The screenshot shows a webpage with a red header bar containing the text "Curriculum delivery planners" and an upward-pointing arrow icon. Below the header, there are two main sections: "Onsite Construction" and "Building Services Engineering". Each section has a list of links to XLSX files. The "Onsite Construction" section has four links, and the "Building Services Engineering" section has six links. A speaker icon is visible between the two sections. A red arrow points from the text "On the link above click the accordion Curriculum delivery planners" to the "Curriculum delivery planners" header.

**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

# 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	

# 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



# Resources & Support

## Ready to Support eligible providers and stakeholder engagement

- Updated webpage for T Levels
- Assessment timelines
- Provider focus groups/curriculum planning
- Employer Industry Boards
- e-bulletins
- Specification
- Dedicated Technical Advisors
- Network Events/Teams Meetings



### DFE resources

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

The screenshot shows the 'Resources and support hub' page for T-LEVELS. The page has a red header with the 'T-LEVELS' logo and the tagline 'THE NEXT LEVEL QUALIFICATION'. Below the header, there is a welcome message and a list of resources. On the right side, there is a section titled 'MANAGE YOUR CENTRE CONTACTS' with a photo of a person working on a laptop. Below this, there is a 'T LEVELS' section with a dropdown menu for 'Providers' and a list of links: 'Learners', 'Foundation year', 'Resource Hub', 'Events and webinars', and 'FAQs'. At the bottom, there is a 'Contact us' section with the 'Centre Support team' email address: [customersupport@cityandguilds.com](mailto:customersupport@cityandguilds.com).

Home > T Levels > Resource Hub

## Resources and support hub

Welcome to the Resource and Support Hub for T Level Technical Qualifications.

Here you'll find a range of teaching, learning and planning resources for tutors as well as information and support regarding approval, quality assurance, registration, bookings, timelines, fees and communications for all staff.

- Response to consultation regarding key dates for 2026-2027
- Approval and quality assurance
- Specifications and centre documents
- Key dates: 2024-2025
- Key dates: 2025-2026
- Key dates: 2026-2027
- Teaching, learning and planning resources
- Curriculum delivery planners
- Tutor resources
- Registration, bookings and results
- Assessment guidance
- Quality delivery portal
- Moderation portal
- Post-results services
- Fees

**MANAGE YOUR CENTRE CONTACTS**

Find out how to update or maintain your centre staff list, including the details of your Senior Designated Contacts (SDCs) through Walled Garden.

[Find Out More >](#)

**T LEVELS**

- Providers
- Learners
- Foundation year
- Resource Hub
- Events and webinars
- FAQs

Contact us

Centre Support team:  
E: [customersupport@cityandguilds.com](mailto:customersupport@cityandguilds.com)



# Resources & Support

Our dedicated Management & Administration T Level page hosts:

- Sample Core Theory Papers
- Moderators reports
- Enlarged past question papers
- Exam Guides
- Sample Employer Set Projects
- Specification
- GSEMS (Guide Standard Exemplification Materials) for all the Occupational Specialisms at both Pass and Distinction grade



The screenshot shows the City & Guilds website. At the top is the City & Guilds logo and a search bar. Below the logo is a navigation menu with links: ABOUT, OUR OFFER, QUALIFICATIONS (highlighted), APPRENTICESHIPS, TECHNICALS, T LEVELS, RECOGNITION, QUALIFICATION DELIVERY, and INTERNATIONAL. Below this is a sub-menu: QUALIFICATION REFORMS - ENGLAND, EMPLOYER ENGAGEMENT, and QUALIFICATIONS EXPLAINED. The main content area has a breadcrumb trail: Home > Qualifications > Business Skills > Business, Admin and Public Services > T Level Technical Qualification in Management and Administration. The title of the page is 'T Level Technical Qualification in Management and Administration (8715)'. Below the title are two tabs: INFORMATION (selected) and DOCUMENTS. A 'Last Updated: 21 Mar 2024' note is present. The text describes the qualification, its aims, and the requirements for learners. It states that the qualification is aimed at learners aged 16-19, aims to develop occupational competence, and is equivalent to three A Levels. It also mentions that the qualification forms a significant part of the T Level and that City & Guilds are responsible for its development and delivery. A list of additional mandatory parts of the T Level is provided: a 315-hour (45 day) minimum industry placement and a requirement for students to work towards the attainment of maths and English if they have not already achieved grade 4 at GCSE. At the bottom, there is a section for 'Key resources and support' and a 'Find out more' button. On the right side, there is a sidebar with a section 'Explore our wider maths & English offer' and a 'Find out more' button. Below that is a 'For Learners' section with a 'Where can you take this course?' input field and a 'Find a centre' button. At the bottom of the sidebar is a 'Related Qualifications' section with links to '> (5528) Business Administration' and '> (4428) Business and Administration'.



# Free promotional material from the Department for Education



# Need further support?

For further support on the Management & Administration T Level, please contact Dom Green at City & Guilds

[Dominic.Green@CityandGuilds.com](mailto:Dominic.Green@CityandGuilds.com)





**T-LEVELS**

## About City & Guilds

Since 1878, City & Guilds has been dedicated to advancing the skills that people, organisations and societies need to thrive, both now and in the future.

As the global skills partner, we empower organisations to grow by creating and delivering comprehensive end-to-end solutions. These include high-quality skills training and credentials designed to meet the evolving needs of industries and workforces. Through our trusted network of colleges and training provider partners, learners across the globe develop skills and competencies that lead to employment and career progression.

Each year, over 5.1 million learners of all ages and backgrounds benefit from City & Guilds learning programmes, which have contributed £15.3bn to society in the UK alone. We champion workforce development and technical training routes that drive social mobility, prosperity, and success. By working closely with industries and governments, we also advocate for improvements across the global skills landscape.

Our City & Guilds Foundation amplifies this purpose by focusing on high-impact social investment, recognition, and advocacy programmes. These initiatives aim to remove barriers to employment, celebrate best practice on the job, and advocate for jobs of the future.

City & Guilds Training, Gen2, Intertrain, ILM, Kineo and The Oxford Group brands are all a part of City & Guilds.

For further information please visit [cityandguilds.com/about-us](https://cityandguilds.com/about-us)

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