

T Levels – Management & Administration



An introduction for
new providers

By City & Guilds



T-LEVELS

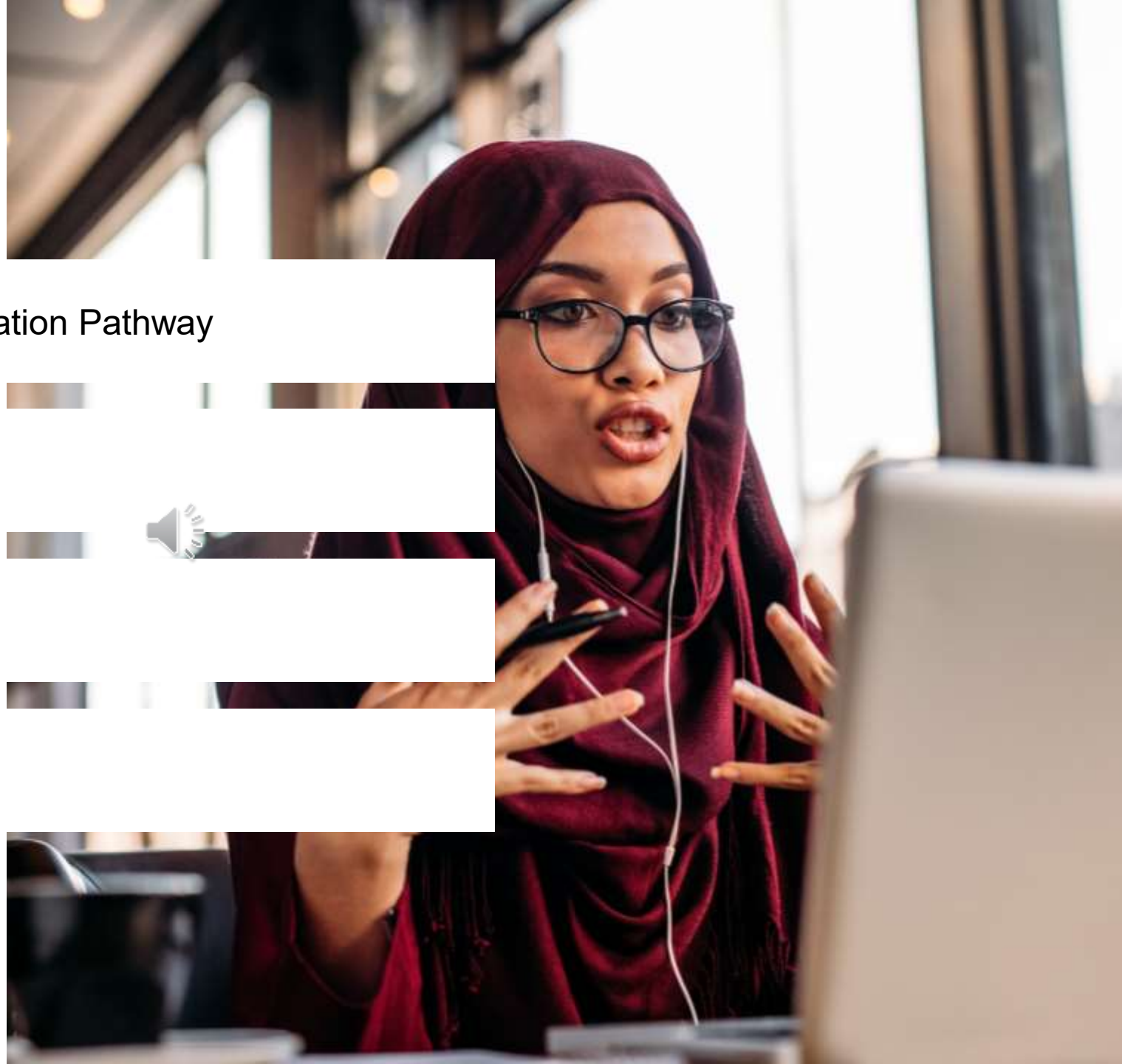
Agenda

1 Management & Administration Pathway

2 Industry Placement

3 What Next?

4 Resources & Support



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

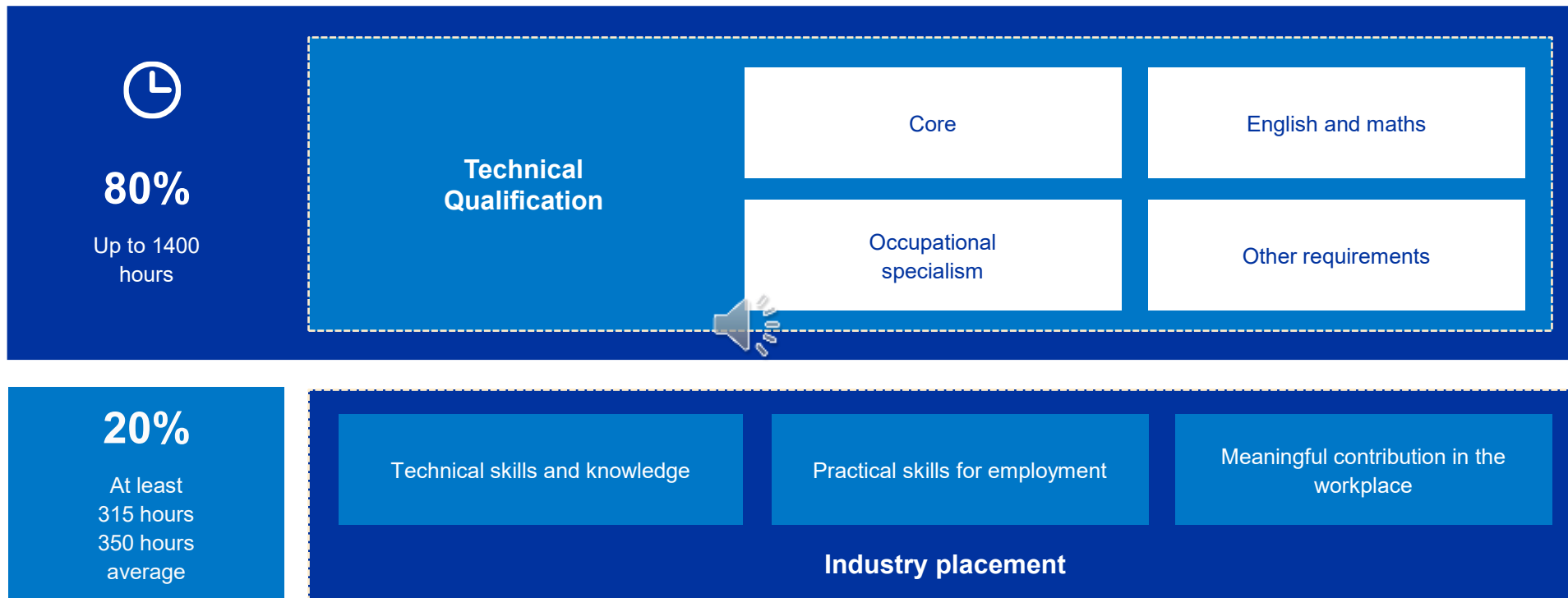
LTP

(other requirements set by
T Level panel)

Employability, enrichment & pastoral (EEP)

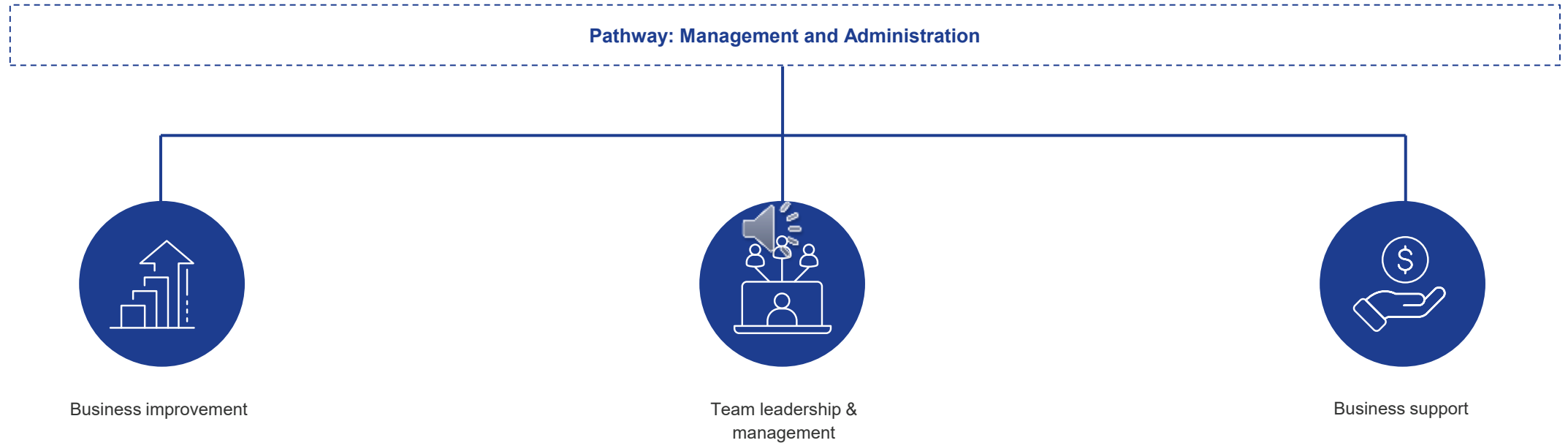
The T Level Course

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



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 displays the Skills England website interface. At the top, the Skills England logo is visible on the left, and navigation links for 'Occupational Maps' and 'Qualification Finder' are on the right. Below the header, there are links for 'Apprenticeship finder', 'EQA providers', 'Apprenticeship surveys', and 'Subscribe to RSS feed'. The main content area is titled 'Improvement technician'. Under this, there is a section 'Overview of the role' which states: 'Responsible for delivery and coaching of improvement activity within an area of responsibility.' To the right of this, a sidebar contains metadata: 'Status: Approved for delivery' with a checkmark icon, 'Level: 3', 'Reference: ST0193', 'Version: 1.1', 'Date updated: 13/12/2022', 'Approved for delivery: 27 February 2018', 'Route: Business and administration', and 'Typical duration to gateway: 14 months (this)'. At the bottom left of the main content area, there is a link 'Details of standard' with a gear icon.

Team Leadership/Management Occupational Specialism

Direct links to Team Leader 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 Skills England Apprenticeship finder interface. The top navigation bar includes the Skills England logo and links for Occupational Maps and Qualification Finder. Below this, there are links for Apprenticeship finder, EQA providers, Apprenticeship surveys, and a link to subscribe to the RSS feed. The main content area is titled 'Team leader' and features a 'Key information' section with details such as Status (Approved for delivery), Reference (ST0384), Version (1.4), Level (3), Typical duration to gateway (15 months), Typical EPA period (3 months), Route (Business and administration), and Integration (None). It also lists Maximum funding (£5000), Date updated (25/09/2024), Approved for delivery (1 June 2016), and the EQA provider (Cassall). To the right of the key information, there are four search filters: Find an apprenticeship, Find apprenticeship training providers that deliver this standard, Find an end-point assessment organisation, and Are you considering applying to assess against this standard? Below the key information, there are tabs for Apprenticeship summary, Occupational standard, and EPA plan. The Apprenticeship summary tab is currently selected, showing an overview of the role and a link to print the apprenticeship summary (including PDF).

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 displays the Skills England website interface. At the top, the Skills England logo is visible alongside navigation links for 'Occupational Maps' and 'Qualification Finder'. Below this, a secondary navigation bar includes 'Apprenticeship finder', 'EQA providers', 'Apprenticeship surveys', and 'Subscribe to RSS feed'. The main content area is titled 'Business administrator'. A prominent red warning box states: 'This apprenticeship standard is in the process of being revised. In the meantime, the version below remains approved for delivery. Further details of this and other occupational standards in revision are available in the revisions status report.' Below the warning, the 'Overview of the role' section highlights the key function: 'Supporting and engaging with different parts of the organisation and interact with internal or external customers.' To the right, a sidebar provides detailed metadata: 'Status: Approved for delivery' (checked), 'Level: 3', 'Reference: 510070', 'Version: 1.0', 'Date updated: 31/05/2023', 'Approved for delivery: 16 September 2017', 'Route: Business and administration', 'Typical duration to gateway: 18 months (this does not include EPA period)', 'Maximum funding: £5000', 'LARS Code: 196', and 'EQA Provider: Qbusul'. At the bottom of the page, tabs for 'Details of standard' and 'Occupational profile' are visible.

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%

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.



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>



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

The screenshot shows the 'Resources and support hub' for T-LEVELS. The header includes a breadcrumb trail: Home > T Levels > Resource Hub. The main title is 'Resources and support hub' with the T-LEVELS logo and tagline 'THE NEXT LEVEL QUALIFICATION'.

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.

The main content area features a list of resources, each with a dropdown arrow:

- 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

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, it says: '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 >'.

Below this 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 text: 'Contact us', 'Centre Support team:', and 'E: customersupport@cityandguilds.com'.

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

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 'Find out more' button, a 'For Learners' section with a search bar for 'Where can you take this course?' and a 'Find a centre' button, and a 'Related Qualifications' section with links to '> (5528) Business Administration' and '> (4428) Business and Administration'.

HEI Engagement

C&G has relationships with:

- University of Vocational Awards Council (UVAC)
- Russell Group Qualifications Network
- UCAS – broad understanding of UCAS tariffs and entry requirements, and how the different grading systems align to traditional academic GCEs
- Universities heads of admissions, admission managers and teams, academics and OVCs
- Institute of Education –University College London (UCL)

The logo for the University of Vocational Awards Council (UVAC) features the letters 'UVAC' in a bold, red, sans-serif font.The logo for the Russell Group consists of the words 'RUSSELL' and 'GROUP' stacked vertically in a black, serif font.The logo for UCAS features the letters 'UCAS' in a black, sans-serif font, with a red triangle integrated into the letter 'A'.

Suggested Entry Requirements to HE

Suggested entry criteria for foundation year

- Core component: C/D/E
- Occupational Specialism Grade: Pass
- Overall T Level Grade: Pass
- UCAS points: 72-96

Suggested entry criteria for direct entry

- Core Component: A*/A/B
- Occupational Specialism Grade: Distinction/Merit
- Overall T Level Grade: Distinction/Merit
- UCAS points: 120-144

Other combinations may apply for UCAS tariff points to achieve overall merit grade

- B/C in the core component
- Pass/Merit in the occupational specialism

Rationale

Based on the current entry requirements taken from a range of universities for a foundation year typically 64-72 UCAS points or MPP, or 96-120 UCAS or MMM-DDM for direct entry.

Management and Administration T Levels grading table				
How are T Levels graded?	Occupational Specialism Grade			
		Distinction	Merit	Pass
	Core Component Grade	A*	Distinction*	Distinction
		A	Distinction	Merit
		B	Distinction	Merit
		C	Distinction	Pass
		D	Merit	Pass
		E	Merit	Pass

UCAS tariff points	Description	A level
168	Distinction*	A* A* A*
144	Distinction	AAA
120	Merit	BBB
96	Pass (C or above on the core)	CCC
72	Pass (D or E on the core)	DDD

How will T Levels be graded?

- A nationally recognised certificate to show their overall grade and a breakdown of what they have achieved.
- An overall grade of Pass, Merit, Distinction or Distinction*.

The T Level certificate will also include:

- a separate grade for the core component, using A* to E
 - a separate grade for each occupational specialism, shown as pass, merit or distinction
 - grades for maths and English qualifications (if required)
 - completed the industry placement
 - met any additional mandatory requirements
-
- Learners who do not pass all elements of their T Level will get a T Level statement of achievement which will show the elements they have completed.
 - City & Guilds do not issue certificates. These will be issued by Skills England



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





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

Contact us

Giltspur House
5-6 Giltspur Street
London
EC1A 9DE

customersupport@cityandguilds.com

01924 930 801

www.cityandguilds.com

Every effort has been made to ensure that the information contained in this publication is true and correct at time of going to press. However, City & Guilds' products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. City & Guilds cannot accept responsibility for any loss or damage arising from the use of information in this publication.

©2025 The City & Guilds of London Institute. All rights reserved. City & Guilds is a trademark of the City & Guilds of London Institute.

