



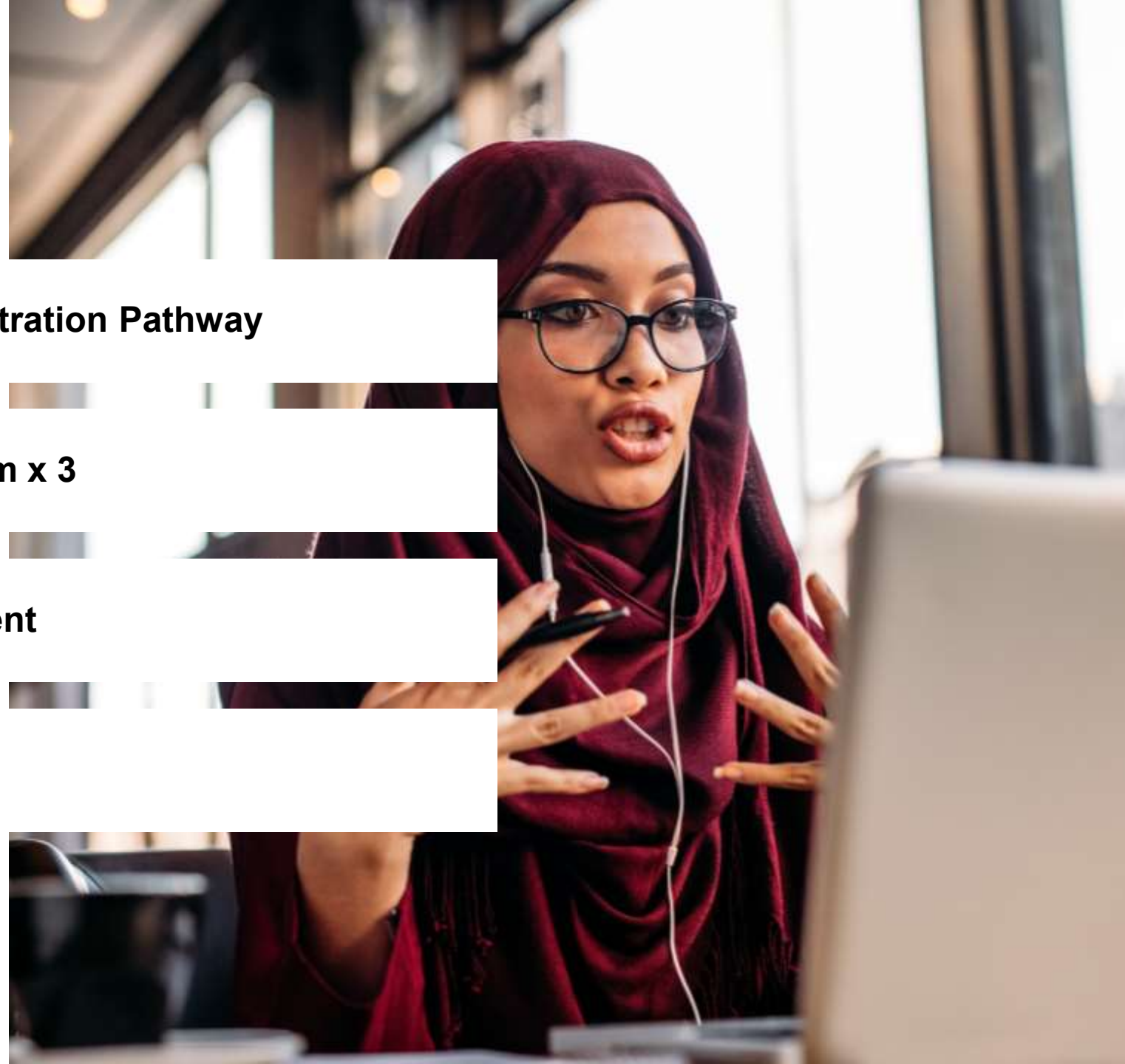
Management & Administration Preparing for the Occupational Specialisms

For City & Guilds

T-LEVELS

Agenda

- 1 Management & Administration Pathway**
- 2 Occupational Specialism x 3**
- 3 Planning and Assessment**
- 4 Resources & Support**



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

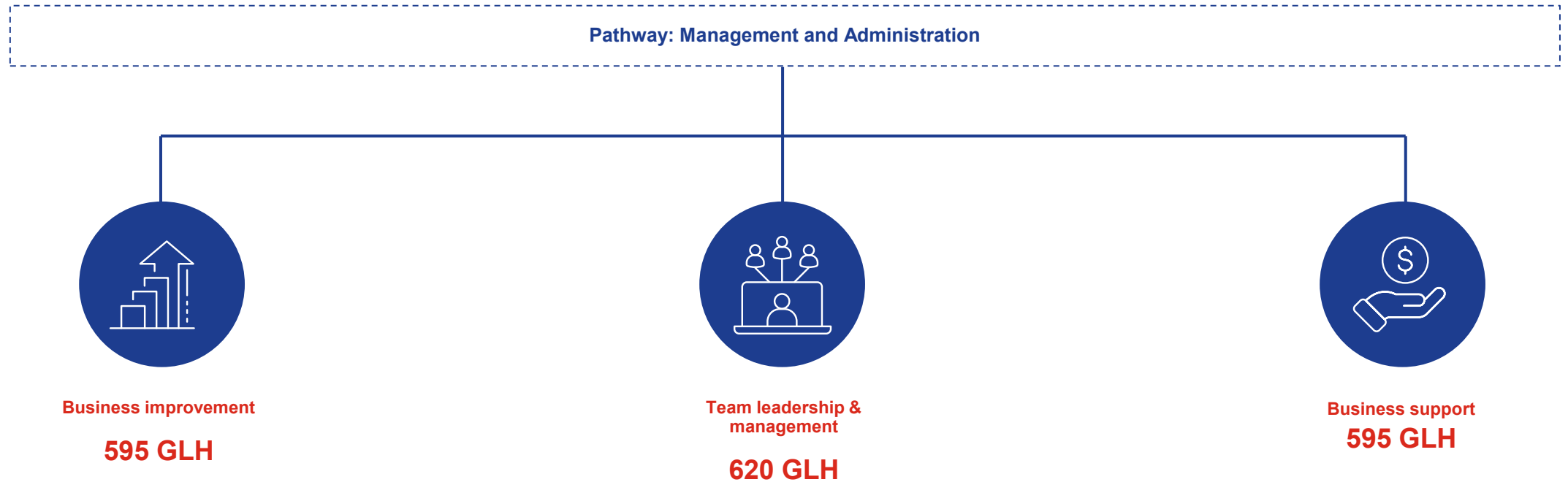
LTP

(other requirements set by

T Level panel)

Employability, enrichment &
pastoral (EEP)

Planning for delivery of the OS



Practical assessment can begin from around February each year.

NB: There is only one assessment window per year.

Learners must complete;

- **Business and Administration core**
- **one occupational specialism**

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)

Timelines for OS assessments windows

OS	Material release date	Start Date	End Date	Upload Date
Business Improvement (311)	19.01.2026	02.02.2026	15.05.2026	15.05.2026
Business Support (313)	19.01.2026	02.02.2026	15.05.2026	15.05.2026
Leadership & Management (312)	19.01.2026	02.02.2026	15.05.2026	15.05.2026

All OS assessments will last for 32 hours within the assessment window

Assessment

T-LEVELS

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)

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 the following year's Summer assessment window.

Management and Administration T Levels grading table				
How are T Levels graded?	Core Component Grade	Occupational Specialism Grade		
		Distinction	Merit	Pass
		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

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>Content overview</p> <p>Learners will be able to:</p> <ul style="list-style-type: none">• Undertake research and analysis in response to a brief• Undertake strategic project planning• Undertake stakeholder management• Demonstrate leading and supporting teams• Coach and develop team members• Manage difficult conversations <p>Assessment overview</p> <p>Learners will be assessed against the following performance outcomes:</p> <ul style="list-style-type: none">• 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
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[Specification Page 34](#)

Specification – example (business improvement)

Learning Outcome

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

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.

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

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

Range:
Types of implementation - Parallel, phased, pilot.

What do learners need to learn?	Skills
The principles of monitoring performance indicators when implementing a business improvement plan.	MC7 DC4
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.	

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

T-LEVELS



Institute for Apprenticeships
& Technical Education

Resources

City & Guilds

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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.



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](#)



Need further support?

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

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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.

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