

T-LEVELS

 Institute for Apprenticeship
& Technical Education

Your guide to T Levels

Management and Administration


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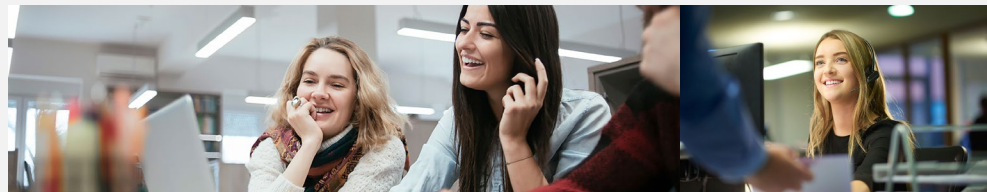
How do T Levels compare?



A Levels

Subject-based qualifications

Two years at local college or school



T Levels

Two-year technical programmes at
Local colleges, schools, training providers
80% classroom based
20% in a placement

Includes **Industry Placements** to build attitudes and behaviours and to develop practical skills



Apprenticeship Level 2/3

At least 12-month work-based training

80% on the job
20% off the job

Followed by possible progression to:



Higher Education



Employment



Progression onto an
Apprenticeship



Higher / Degree
Apprenticeship

How is a T Level different from an Apprenticeship?

	A Levels	T Levels	Apprenticeships
Qualification type	Academic	Technical	Technical
Duration	2 years	2 years	At least 12 months
Subject area	Multiple subjects	Single subject	Single subject
Learning environment	Classroom-based	80% classroom, 20% industry placement	80% work-based training, 20% off-the-job
How are they assessed?	Written exams and coursework	Written exams and work-based projects	Observations, written work and End Point Assessment
Age range	16+	16 -19 year olds	16+
Included in the UCAS tariff?	Yes, earn UCAS points	Yes, earn UCAS points	Depends on qualifications within the standard chosen
Entry requirements	Set by individual schools / colleges	Set by individual schools / colleges	Set by employer and / or by standard
Progression opportunities	Higher education	Higher education / skilled employment / accelerated or higher apprenticeship	Skilled employment / higher apprenticeship

T Levels and Apprenticeships are based on the same employer-designed standards but will suit different learning styles.

Apprenticeships are paid work, suitable for learners who know what occupation they want to pursue and wish to train 'on the job'.

T Levels are largely classroom-based, with a substantive industry placement.

T Levels offer broader course content, and students will specialise later in their programme. The content of Apprenticeships is narrower and focused on a specific occupation from the outset.

T Level is the new 'gold standard' in technical education and the technical course of choice for learners in the future.

T Level programme composition

1800 Guided Learning Hours (GHL) over two years. Achievement of T Level must include all components.
UCAS points will be attached and will be 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 & English GCSE or Functional Skills Level 2


(Continue to study as part of the condition of funding)

LTP

(other requirements set by T Level panel)

Employability, enrichment & pastoral (EEP)

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Overview of the Technical Qualification

To achieve the T Level Technical Qualification (TQ) in Management and Administration learners will need to complete the two components of the TQ. These are known as the Core component and the Occupational Specialism.

Core

Assessed by two externally set and marked exams and an employer set project.



Management and
Administration

Group B Combination Occupational Specialisms:

Assessed by an externally set and moderated practical synoptic assignment



Team Leadership/
Management



Business Support



Business Improvement

Structure of the core component of the Technical Qualification

Core Guided Learning Hours: 600

Assessment Method: Two externally marked knowledge tests &
One externally marked employer-set project

Underpinning knowledge outcomes

1. Business Context
2. People
3. Quality and Compliance
4. Finance
5. Policies and Procedures
6. Project and Change Management
7. Business Behaviours



Technical Qualification overview for Business and Administration

Business and Administration Core component

Pathway: Management and Administration



Business improvement



Team leadership &
management



Business support

Learners must complete;

- Business and Administration core
- one occupational specialism

Specification Content

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

<https://www.i-l-m.com/learning-and-development/tlevels>



Industry Placement



Industry Placement

Every T Level includes an industry placement with an employer focused on developing the practical and technical skills required for the occupation. These will last a minimum of 315 hours (approximately 45 days) but can last longer.

Providers will ensure learners have an industry placement and will support employers offering industry placements.

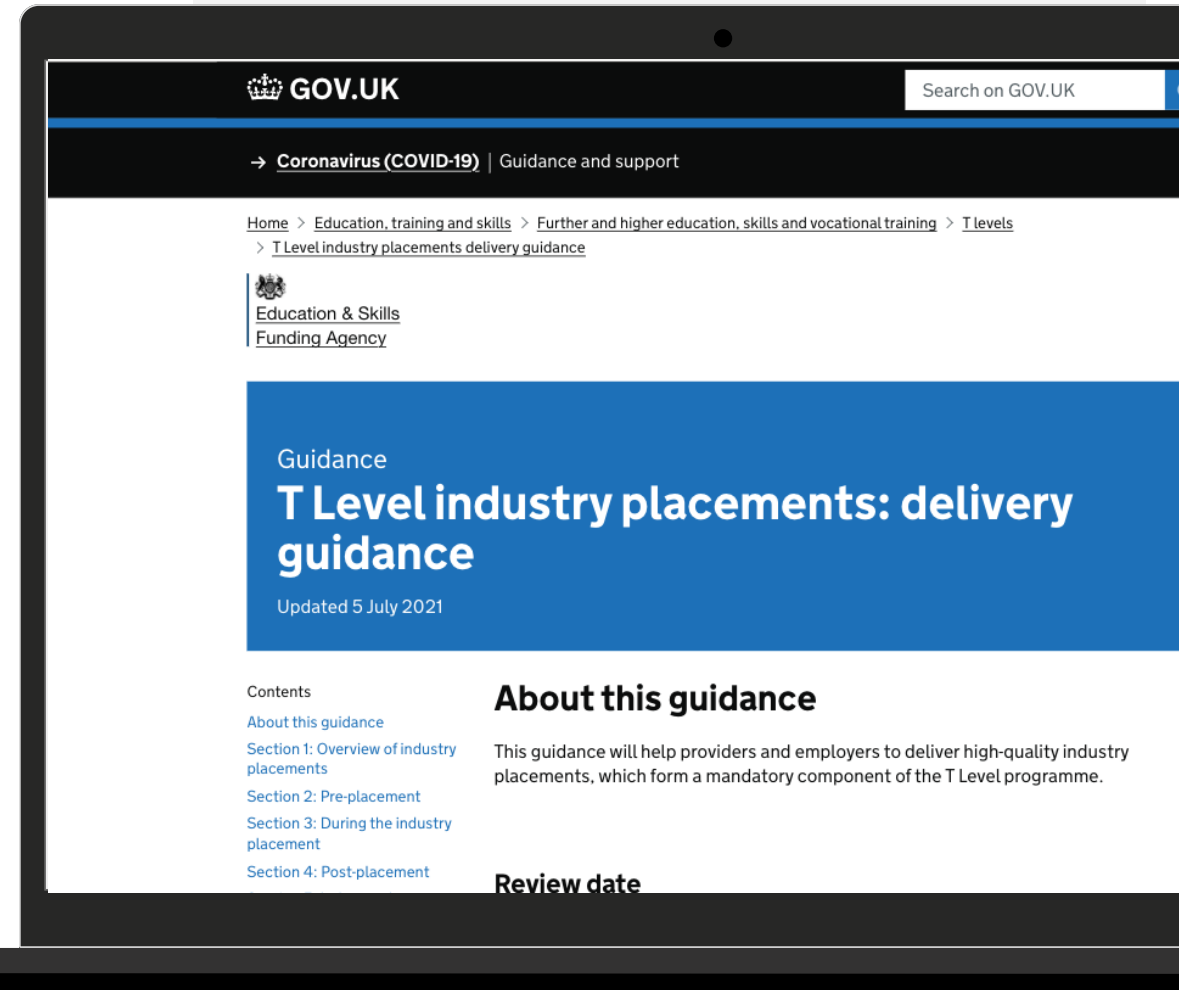
This will include assistance with the necessary paperwork, a careful planning process and support with designing the industry placement.

The Education and Skills Funding Agency (ESFA) and National Apprenticeship Service (part of ESFA) are working with employers and providers on industry placements.

Read the updated Industry placement policy (March 2021)

So, what are industry placements?

- Time spent learning and working within an organisation
- Making a meaningful contribution within that organisation
- Occupationally-specific – developing practical and technical skills in the subject the student is studying
- A requirement for all T Level learners from September 2020 and, for learners on other vocational programmes
- Employers can offer industry placements as a block, day release or a mix of these, and can discuss sharing part of the placement with another employer if necessary.



Take a look at Government guidelines [here](#)




Useful tips for providers to look for within a placement

Does the employer and placement.....

- offer a safe working environment
- incorporate an induction
- offer relevant tasks and projects for students that will help them learn the knowledge and skills
- offer appropriate equipment and resources
- provide a mentor or supervisor which can support the student
- ensure a review procedure is in place (for both the learner and the provider)
- If successful, can this placement be used again?

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Higher Education

Progression

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HE Engagement

- Formed an HE representative group consisting of six universities to review and validate the content of the T Level assessments.
- Positive feedback from all members of the HE Group who see the Business and Administration T Level as a viable route into HE.
- Produced an HE guide for universities and admissions with detailed information on the potential progression routes and degree opportunities from a T Level.
- Worked with universities for suggested entry requirements based on the overall T Level grade
- Working with University of Vocational Awards Council (UVAC) to gain support from universities which has over 80 members including Russell Group Universities.



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Support

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How we support you

Updates/Topics/Networks



Blended approach to
communication



Provider networks and
events



e-bulletin content and
email updates



Website

Don't miss out...

Sign-up for T Level information

To ensure you receive all the latest information and updates regarding the TQ including our events, networks and webinars sign up via the link below adding your details into the relevant areas on the webpage.

cityandguilds.com/tlevels/business

i-l-m.com/learning-and-development/tlevels

Sign up here to receive emails with the latest T Levels information

Contact details

First Name *

Last Name *

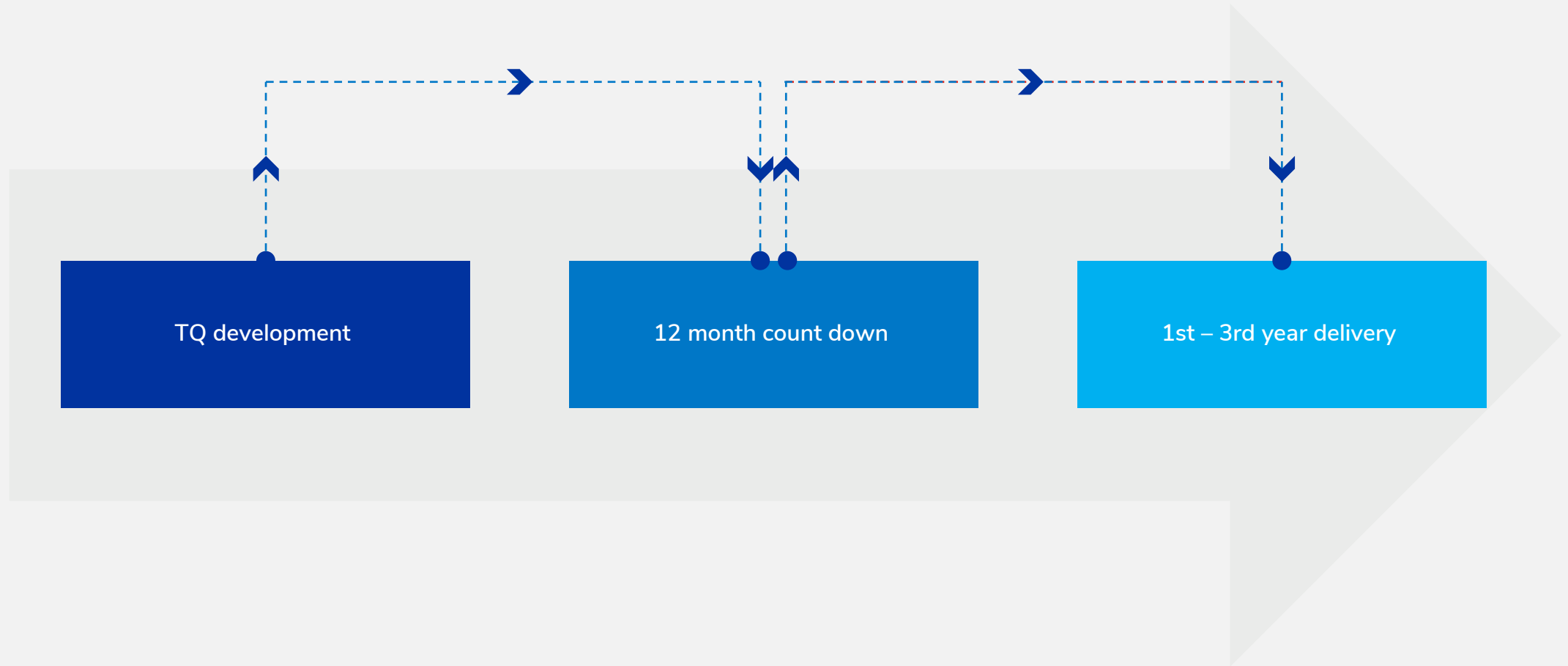
Job Role *

Email *

Telephone Number *

Next

Phases of T Levels from development to delivery





Get involved and make a difference

Employer Industry Board (EIB)

We have a quarterly meeting with all panel members to discuss industry matters. Some of these can include; apprenticeships, FE, HE, T Levels, new developments (standards, qualifications), new technology AOB.

How you can get involved

You can get involved and help shape T Levels by writing content, developing assessment materials, reviewing and validation.

Visit our [Employer page](#) to find out more.

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Thank you

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