

# T Levels: Management and Administration

**T-LEVELS**  
THE NEXT LEVEL QUALIFICATION

## What are T Levels?

T Levels are technical education courses which follow GCSEs. One T Level is roughly equivalent in size to three A levels. These 2-year courses have been developed with employers so that the content meets the needs of industry and prepares students for work. Employers involved in designing the T Level in Management and Administration include the Environment Agency, Covea Insurance Ltd and Ricoh UK.



## What do they involve?

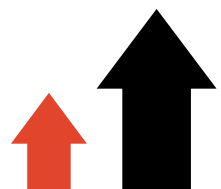
T Level courses contain the following elements:

- a **technical qualification**, which will include:
  - core theory, concepts and skills for an industry area
  - **specialist skills** and knowledge for an occupation or career
- an **industry placement** with an employer lasting at least 45 days



## What are the entry requirements?

There are no nationally set entry requirements for starting a T Level. Each college, school or independent learning provider sets their own requirements. For more information, check with the relevant school or college - you can search for your nearest provider at [www.tlevels.gov.uk](http://www.tlevels.gov.uk)



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## What does the course involve?

Students will develop an understanding of a broad range of issues relevant to the sector, including:

- Business behaviours - an understanding of self-management and how this impacts on the organisation and individual, the importance of acting with integrity and building trust with stakeholders and colleagues, good communication and adapting social communication styles to professional standards.
- Project and change management - an understanding of common change management theories and models, main project management approaches and their similarities and differences, and how projects are defined, structured, reported on and measured.
- Quality and compliance - an understanding of how quality is measured in different sectors, the role of regulatory bodies and inspections and the importance of maintaining and improving quality in all aspects of public and private sector organisations.
- Topics specific to management and administration including leading, managing and developing individuals and teams to deliver outcomes, use a range of planning tools and techniques to develop business plans and business cases, and deliver improvements to business practices.

## What are the specialisms?

Students will choose one occupational specialism from the following:

- Business Support
- Business Improvement
- Team Leadership/Management

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There are loads of things I can do with the course and the great thing is T Levels give you UCAS points - that's what attracted me in the first place.

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**Chloe Leslie**

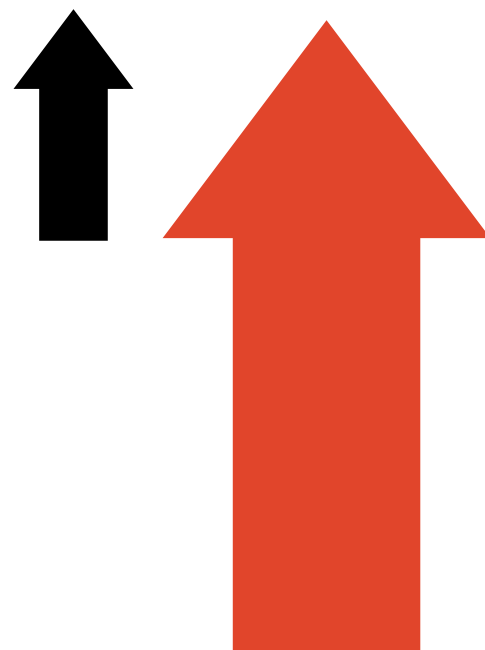
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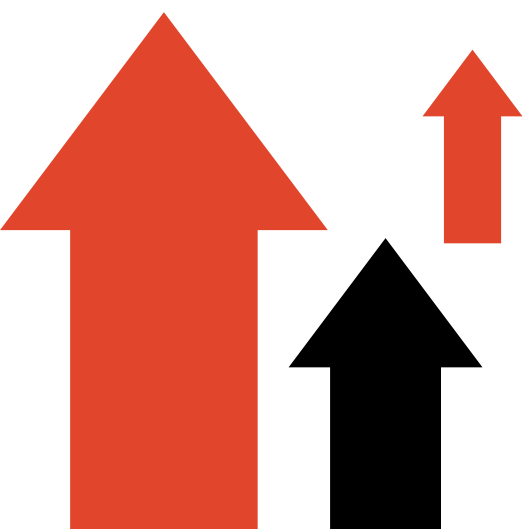
## What is the industry placement?

T Level students will spend around 20% of their course on an industry placement with an employer. These typically last for around 9 weeks and allow students to put their new knowledge and skills into practice and gain confidence in the workplace. Individual employers and training providers agree how the placement will work - whether as a block of time, a series of day releases or a combination of both. For the T Level in Management and Administration, the placement may take place in a wide range of employers, for example voluntary or charity organisations, manufacturing companies, local government or other organisations. A student's guide to industry placements can be found [here](#).



## What could this course lead to?

This course is suitable for anyone wanting a career in the business management and administration sector. Career options might include Improvement Technician, Project Technician and Business Administrator. Students can also use this T Level to progress to a related higher-level apprenticeship, higher technical qualifications or a university degree.



## Where can students find out more?

Careers advisers will be able to help students to find out more and choose the option that best suits their aspirations for progression. Students should contact their nearest T Level provider for details of the courses they offer.

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