

HOW COLLEGE

T-LEVELS

THE NEXT LEVEL QUALIFICATION



T LEVEL IN MANAGEMENT AND ADMINISTRATION



HEART OF
WORCESTERSHIRE
COLLEGE

T LEVEL IN MANAGEMENT AND ADMINISTRATION

T Levels are new courses which will follow GCSEs and will be equivalent to three A Levels. These two-year courses have been developed in collaboration with employers and businesses so that the content meets the needs of industry and prepares learners for work. They combine classroom theory, practical learning and a minimum 45-day industry placement with an employer to make sure that learners studying T Levels have real experience of the workplace.

The classroom based component accounts for 60% of the qualification with the industrial placement making up the remaining 40%.

The qualification will help you gain an understanding of the Management and Administration sector, and you will cover topics such as:

- Business Context
- People
- Quality Compliance
- Project Management
- Change Management

This qualification focuses on the development of knowledge and skills needed to work in the Management and Administration sector and prepares students to enter the sector through employment or as an Apprentice.

Furthermore, the completion of this qualifications gives students the opportunity to progress onto higher education courses and training.

Technical Qualification Structure

The technical qualification is made up of **two** components, **both** of which need to be successfully achieved to attain the technical qualification as well as the full T Level in Management and Administration.

1.The Management and Administration Core Component

The core content is designed to offer sufficient breadth of knowledge and skills for the learner to apply in a variety of contexts related to the industry and those occupational specialisms linked to this T Level.

The core content is the building blocks of knowledge and skills that will give a learner a broad understanding of the industry and job roles. At the same time, it will develop the core skills they will need to apply when working within the industry.

The core components are:

- a. Business and Commercial Awareness** - e.g., conduct a PESTLE analysis to inform a change project.
- b. Project Management** - plan, manage and evaluate a project using appropriate tools and methodologies e.g., introducing a new policy or training programme.

- c. Communication** - using a range of communication methods tailored to the audience e.g., to internal and external stakeholders on business solutions; making a presentation to a customer or using IT packages to present documentation professionally.
- d. Working collaboratively with others** - e.g., to develop content for an intervention; to develop feedback skills; managing and influencing stakeholders; considering the impact of proposed solutions on others; to develop a business improvement solution.
- e. Applying a logical approach to problem solving** - identifying and resolving issues, recording progress and proposing solutions e.g., undertaking a cost / benefit analysis of the introduction of new procedures; developing a creative or innovative business improvement solution.
- f. Undertaking research** e.g., identifying sources and obtaining information related to a project and / or customer requirements; interrogating, analysing, and reporting on business data; create a briefing document for internal colleagues or supervisor to assist them in formulating specific advice.
- g. Reflective practice** e.g., review performance and own behaviours for impact; identifying ways for improvement; quality outcomes.

2. Occupational Specialism – Business Support

Occupational specialisms develop the knowledge, skills, and behaviours necessary to achieve threshold competence in an occupation. Threshold competence is defined as when a learner's attainment against the knowledge, skills and behaviours is of a standard for them to enter the occupation and industry. They must also demonstrate the ability to achieve occupational competence over time with the correct support and training. The occupational specialism focused on at HoW College will be Business Support.

Assessment Methods

1. Two externally set exams covering knowledge from the Management and Administration core component. Each core exam covers different technical content and is made up of two parts:

- Part A – 55%
- Part B – 45%

The first externally set exam covers the following technical content:

- Business Context
- People
- Business Behaviours

The second externally set exam covers the following technical content:

- Quality and Compliance
- Finance Principles
- Policies and Procedures
- Project and Change Management

Each exam is worth 30% of the overall grade for the core component.

2. One employer-set project covering knowledge and skills from the Management and Administration core component. The employer-set project is an assessment made up of several tasks that will take place within controlled conditions, assessing the knowledge and skills learned as part of the core element of the T Level

This is worth 40% of the overall grade for the core component.

The employer-set project will consist of a well-defined, real industry-style brief. It will require demonstration of the following:

- Planning skills and strategy
- Apply knowledge and skills to the context of the project
- Analyse contexts to make informed decisions
- Use maths, English and digital skills
- Carry out tasks and evaluate for fitness for purpose

3. One occupational specialism – Business Support

These assessments will feature a considerable practical element and are composed of a series of holistic practical tasks relating to the specialism at hand. They will take place over a period of time, scheduled at the provider's preference within an approximate three-month assessment window. By nature of the considerable practical elements, the tasks will generate significant ephemeral evidence and be heavily reliant on Internal Assessor observation notes and records for validation. This component will be externally set and externally assessed:

Content overview

Learners will be able to:

- Use project planning skills
- Undertake stakeholder management
- Develop a business case
- Prepare introductory documentation
- Support coaching/mentoring activities
- Create a spreadsheet of information

Assessment overview

Learners will be assessed against the following performance outcomes:

- 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

Grading and Marking

The Management and Administration core is graded overall A*-E plus Ungraded (U). The occupational specialism are graded overall Distinction, Merit, Pass and Ungraded.

Industrial Placement

For the Industrial Placement, the 45 days in the workplace can be flexible to suit the individual employer but it is anticipated that it will comprise:

- Three single week block placements (approximately in the February and July during the first year and the January in the second year of the programme) giving 15 days
- One day a week over 30 weeks (March – December), giving the remaining 30 days

There is no requirement for the learner to be assessed by an employer in the workplace, but the learner will receive periodic visits from the College staff to ensure that the placement is going well and that the work undertaken is supporting the learning for the main qualification.

The industrial placement does not start until the second term of the first year so that the learners can spend the first term learning the right skills and preparing to go into a business. They will receive support in employability skills and the etiquette of being in a workplace. They can also undertake a day's orientation / induction with their placement provider if so desired by the employer.

Entry Requirements

At least 5 GCSEs at grade 4 or above including maths and English.

Progression after the T-Level

This technical qualification focuses on the development of knowledge and skills needed for working in Business Management and Administration, which will prepare learners to enter industry through employment or as an Apprentice. Furthermore, the completion of this qualification gives the learner the opportunity to progress onto higher education courses and training. Learners must demonstrate the ability to achieve occupational competence over time with the correct support and training.