



T Level - Business Management and Administration CG Level 3 Technical

Course Name	Start Date	End Date	Site	Total Fees
Business - T Level	04/09/2023	27/06/2025	The Hub	0.00

Subject Area

T- Levels

Course Description

Business Studies is one of the most interesting, relevant and varied subjects available. Whether you wish to be part of a project management team or a team of administrators, this course will help you to develop a greater knowledge and understanding of the business world and develop relevant skills for employment. This course will help you gain an understanding of the Management and Administration sector, as well as develop the necessary occupational and core skills required to enter the industry. The technical qualification is made up of two components, both of which need to be successfully achieved to attain the full T Level in Management and Administration. Expectations Students will need to be prepared for an intensive programme and to manage time effectively, attend regularly and meet deadlines for assessment. Enrichment Visits will be arranged to local businesses and guest speakers from industry will enable links to be made between different aspects of the course. Students have had success in working with local employers from Lakeside Shopping Village, Doncaster Council and with the Bank of England. This course provides UCAS points towards university entrance. Students on similar courses have progressed onto posts in administration within both the public and the private sector, retail, marketing, accountancy and junior management positions, however, this course can lead to a number of positions across different sectors including Project Management, Human Resources and Customer Services.

Course Content

The Core Component: The core content is designed to offer sufficient breadth of knowledge and skills for you to apply in a variety of contexts related to business and the occupational specialisms linked to this T Level. The core content is the building blocks of knowledge and skills to apply in a variety of business contexts for the industry and job roles. At the same time, it will develop the core skills needed to apply when working within business. Occupational Specialisms: Occupational specialisms develop the knowledge, skills and behaviours necessary to achieve competence in a role such as business improvement, team leadership and business support. You will be able to achieve occupational competence over time with support and training. The programme of study offers you the opportunity for a qualification to help you: • prepare for further learning or training • develop essential knowledge, transferable skills and personal skills in a subject area that interests you with the aim of enhancing your employability • move into different areas of employment • develop your knowledge and skills as part of Continuing Professional Development (CPD) • achieve a nationally recognised vocational qualification You will also have the opportunity to extend your essential knowledge and tools for the world of work by further developing transferable skills such as planning, research and analysis, working with others and effective communication. On completion of this Core content, learners will have knowledge and understanding in the following areas: 1. Business Context 2. People 3. Quality and Compliance 4. Finance 5. Policies and Procedures 6. Project and

business Context. 2. People. 3. Quality and Compliance. 4. Finance. 5. Policies and Procedures. 6. Project and Change Management. 7. Business Behaviours. Your programme will also include academic writing skills and employability skills. You will be expected to undertake some research and online work and assessment for the T-Level qualification in your own time.

Assessment Methods

Assessment Method Assessment will be carried out by completion of two externally set and externally marked exams. In addition, there will be an employer set project and an assessment which will feature a considerable practical element composed of a series of holistic practical tasks relating to the chosen occupational specialism. The assessment will take place over a period of time, scheduled at the provider's preference within an approximate three-month assessment window. All work will be reviewed by Doncaster College quality assurance staff, as well as being externally assessed by City & Guilds Moderators. The Management and Administration core component is graded overall A*– E, plus ungraded (U). The occupational specialisms components are graded overall Distinction, Merit, Pass and Ungraded.

Duration

2 year full-time (with a 45-day work placement)

Entry Requirements

You need five GCSEs or equivalent qualifications at Grade 4 or above, which must include English and Maths at Grade 5 or better.

Course Search Tag

SL