

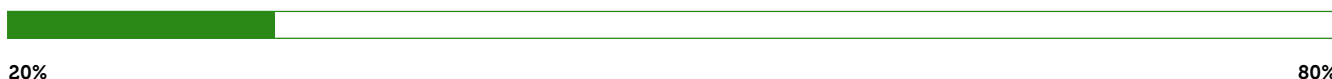
T Level in Management and Administration



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Subject	Level	Study Mode	Duration	Start Date
Business	Level 3	Full-Time	Two years	September 2024

Practical vs Theory



The Course

Are you interested in pursuing a career within management and administration? This course will prepare you with the knowledge and skills needed to work within a range of business sectors, offering an excellent blend of practical and theoretical learning. T Levels have been developed in collaboration with employers to meet industry needs. They are a Level 3 qualification equivalent to 3 A Levels and offer you a balance of classroom theory, practical learning and a hands-on industry placement. You will spend 80% of your time in the classroom and the other 20% in the workplace. T Levels also carry UCAS points to take you on to university.

What You Will Study

- > Contexts that organisations operate and manage in
- > Key people and stakeholders that support business operations
- > Quality and compliance standards that affect business operations
- > Financial contexts that organisations operate within
- > Key policies and procedures that support organisations
- > Concepts of project and change management
- > Business behaviours that influence how organisations operate
- > Business and commercial awareness, including understanding organisational structures
- > Project management, including carrying out a project
- > Communication, including developing a communication plan
- > Collaborative working, including integrating stakeholders into their business
- > Problem solving, including undertaking cost-benefit analysis and benchmarking using KPIs
- > Undertaking research, including using PESTLE and SWOT analysis techniques

Entry Requirements

You will need five GCSEs at Grade 5 or above, including English and Maths.

Time Required on Campus

Two years full-time (three days on site/one day in placement).

Clothing, Equipment and Additional Costs

- > Folder with dividers to organise your work and assignments
- > Stationery including notepad, pens and pencils, for use in class
- > A laptop or tablet would also be useful

Progression

On completion, you will be prepared to go straight into employment or to progress to degree-level study.

Careers

Work in business management, economics, accounting, human resources, marketing, personnel, project management, finance, customer service or retail - or be your own boss through self-employment.