

WELCOME TO BUSINESS AT KIRKLEES COLLEGE

T LEVEL – MANAGEMENT AND ADMINISTRATION

- Occupational Specialism: Team Leadership and Management

COURSE OVERVIEW

This exciting new T Level qualification has been designed to help young people develop the required knowledge, skills and behaviours needed for a future career in a management and administration role.

TOPICS COVERED

- Contexts that organisations operate and manage in
- Key people and stakeholders that support business operations
- Quality and compliance standards
- Financial contexts that organisations operate within
- Key policies and procedures that support organisations
- Business behaviours that influence how organisations operate
- Effective leadership and developing high performing teams
- Organisational strategy, vision and values
- Planning and implementing change
- Project management

ASSESSMENT

T Levels are exam-based. In the first year, students will sit two core knowledge exam papers in June. They will also complete an employer-set project, which contains controlled assessments.

In the second year, students complete an occupational specialism assessment, demonstrating application of the relevant knowledge, skills and behaviours for the occupation.

INDUSTRY PLACEMENT

To achieve the T Level qualification, students are required to undertake an industry placement for a minimum of 315 hours.

Placement is planned to start towards the end of the first year and continue in to the second year of study. Placements will be planned for the two days students are not timetabled to be in college.

Industry placements are a mandatory aspect of the T Level where students are required to work towards achieving set learning goals for their T Level certificate to be awarded.

[Click here to see an example of the industry placement objective, typical activities, and learning goals to be achieve by a student.](#)



SUPPORT

A dedicated Work Experience Coach will:

- Support employers to match with the right student and help plan the industry placement. They provide ongoing support for the duration of the placement and monitor the student's progress towards their learning goals
- Support students to prepare for their placement and develop the skills and behaviours needed to successfully complete



FINANCIAL SUPPORT

- Employers may be able to access funding to overcome barriers to providing an industry placement
- Students can access help for travel and some other costs associated with attending their placement

Additional support is available to enable learners with specialist educational needs and disabilities to access and successfully complete a quality industry placement.



CAREER PROGRESSION

After completing a T Level, students can progress to an apprenticeship or a degree, as a number of major UK universities accept T Levels. T Levels students can progress to employment in the following roles:

- Business Development Manager
- Order Management Coordinator
- Business Administrator
- Customer Services Manager

