

WELCOME TO BUSINESS AT KIRKLEES COLLEGE

WELCOME FROM THE CURRICULUM AREA MANAGER

“Congratulations on securing a place to study your T Level qualification at Kirklees College. My name is David Henderson and I am the Curriculum Area Manager for Business. On your course, you will benefit from high-level knowledge about the Management and Administration sector. You’ll also be undertaking an industry placement which will be a fantastic opportunity to gain real-life industry experience. Good luck with your studies and we will see you in September!”



David Henderson

T LEVEL COURSES IN THIS AREA

- Management and Administration: Team Leadership and Management

WHERE WILL YOU BE STUDYING?

HUDDERSFIELD CENTRE

Huddersfield Centre is located in the town centre and is a short walk from the bus and train stations. Students have access to the college gym which is free for students, Starbucks coffee shop, large refectory and cash machine. The LRC is across four floors with access to course textbooks and computers. Don’t be put off by the size of the building, your classes will mostly be in block B across floors 1 and 2 so you won’t have to rush from different lessons as you might do at school.



Want to see our centres? Scan the QR code to view our virtual centre tours.



T LEVELS

THE NEXT LEVEL QUALIFICATION
WITH KIRKLEES COLLEGE



WHAT WILL YOU STUDY?

This exciting new T Level qualification has been designed to help you develop the required knowledge, skills and behaviours needed to work in a Management and Administration role.

On this course, you will cover topics that are relevant to the business industry to prepare you for a future career in management and administration. While on your two-year course, you will study business and commercial awareness. You'll also learn about project and change management, where you will learn the common change management theories and models that will help you support and improve business projects.

The course will also provide you with real-life practices to use in future roles like working collaboratively with others. You'll also learn how to adapt how you communicate socially and use it in a professional way in a business environment, this includes the importance of good communication and how you change your behaviour when speaking to different audiences depending on the context.

The units on this course will also cover administration, quality compliance which will teach the importance of maintaining and improving quality in all aspects of your work and your company, and reflective practice.

You will be studying in college three days a week and your timetable will be confirmed before you start your studies.

ASSESSMENT

This T Level is exam-based in your first year, so from September to June you will be preparing and learning to sit two core knowledge exam papers, which will be sat in June. You will also have an employer set project in your first year, which contains controlled assessments.

You'll also be assessed on occupational specialisms, which looks at what you're studying in your technical part of this qualification and how what you're learning in regards to your knowledge, skills and behaviours is relevant to an occupation.

INDUSTRY PLACEMENT

On the course, you'll also undertake a minimum of 315 hours industry placement. Your industry placement will start towards the end of the first year and continue into the second year of your studies. Your placement will be planned for the two days you are not timetabled to be in college and you will be supported in finding your placement. This is a mandatory aspect of the T Level where you will be required to work towards achieving set learning goals and complete the placement hours for a T Level certificate to be awarded.

MEET ONE OF OUR SUBJECT TUTORS

“Hi, I'm Amanda, one of the business and IT lecturers and I have been working at Kirklees College for 25 years. I have experience in a wide range of industries and I pride myself on my coaching and people skills. In my spare time, I'm a baker and have baked seasonal confectionery for my students at Christmas and cakes for students to sell when we set up stalls at Huddersfield and Dewsbury market.”



Amanda Tinker



FINANCIAL SUPPORT



We can support you with:

- Applying for bursaries if you're eligible
- Buying uniform and kits
- Free college meals
- Support with travel costs – you can apply for a travel pass before you start or collect a form from college



STUDENT SUPPORT

We have a wide range of support available including:

- Dedicated Progress Coach. Your Progress Coach will work with you on a 1:1 basis to support you with your progress, needs and goals.
- Additional learning support. This is available for learners with specialist educational needs and disabilities and is delivered in various forms according to an individual's assessed needs or provisions within an Education and Health Care Plan (EHCP.)
- Counselling service
- Careers advice

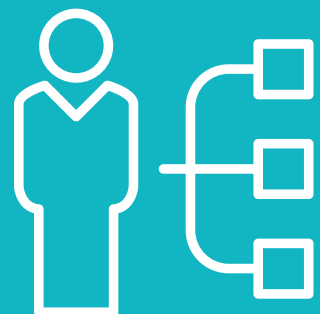
To find out more about our financial and student support, please scan the QR code



CAREER PROGRESSION

A number of major UK universities accept T Levels, and we will support our students in this progression route to university. T Levels students can also progress onto employment in the following roles:

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



WELCOME DAYS

Come along to one of our welcome days to meet some of your classmates and tutors, ask any questions about your course and see what student life at Kirklees College has to offer. Look out for your invite in the post and remember to let us know if you're attending.



OPEN DAYS



Our Open Days provide information about the facilities and support available at college, as well as offer parents / carers and applicants the opportunity to ask any questions about starting a course with us.

The dates for our Summer Open Days are:

ALL DEWSBURY CENTRES

WEDNESDAY 22 JUNE

5PM - 7PM (last entry 6.30pm)

ALL HUDDERSFIELD CENTRES

THURSDAY 30 JUNE

5PM - 7PM (last entry 6.30pm)

OPEN DAYS - Scan the QR code to find out more



93%

OF STUDENTS WOULD RECOMMEND KIRKLEES COLLEGE

97%

OF STUDENTS SAY THE COLLEGE IS WELCOMING FOR PEOPLE OF ALL BACKGROUNDS

95%

OF STUDENTS SAY THEIR COURSE ENCOURAGES THEM TO BE AN INDEPENDENT LEARNER

If you would like to speak to a tutor or have any questions about your course or application, please email applications@kirkleescollege.ac.uk

Enrolment will be in August. More information will be sent out closer to the time.

STAY CONNECTED



www.kirkleescollege.ac.uk