

WELCOME TO BUSINESS AT KIRKLEES COLLEGE

T LEVEL – MANAGEMENT AND ADMINISTRATION

Occupational Specialism: Team Leadership
and Management

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.

Placements are dependent on the employer's needs. Some students may have a block placement from June - August, and then attend year two after October half term. Some placements may be for the duration of year two on the two days not timetabled 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
achieved by a
student.*



SUPPORT

We have dedicated teams to support both employers and students.

WORK PLACEMENT OFFICER:

Supports employers to match with the right student and help plan the industry placements. They provide ongoing support for the duration of the placement and monitor the students' progress.

PERSONAL DEVELOPMENT TUTOR:

Supports students to prepare for their placement and develop the skills and behaviours needed to successfully complete their placement.

CAREER PROGRESSION

After completing their Business T Level, students can progress to a Degree Apprenticeship, university or employment. Some of the suitable roles would be:

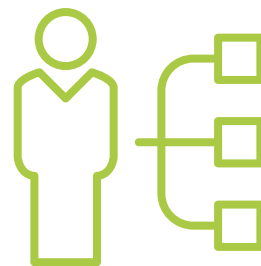
- **Business Management**
- **Marketing / Digital Marketing**
- **Finance**
- **Business Development**
- **Order Management**
- **Customer Service Manager**
- **Banking roles in various departments**



FINANCIAL SUPPORT

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.



CONTACT

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