



**BE BURY
COLLEGE
READY**

**BUSINESS
T LEVEL
Management
and
Administration**

Introduction – Management and Administration – Team Leadership / Management

T levels are a new two-year programme that have designed with employers to equip you with the skills and knowledge that businesses want, preparing you for work, higher education or an apprenticeship.

What's involved in a T level?

A T level is made up of the following components;

- Technical Qualification = Core + occupational specialism
- Industry Placement

Course Overview

Your course will allow you to develop your knowledge and understanding of the following areas:

- Contexts that organizations operate and manage in
- Key people and stakeholders that support business operations
- Quality and compliance standards that affect business operations
- Financial contexts that organizations operate within
- Key policies and procedures that support organizations
- Concepts of project and change management
- Business behaviours that influence how organizations operate.

Industry Placement

The industry placement is a compulsory part of your T Level, and you must complete it to gain your qualification. Here is a link to a guide which provides advice and signposts you to useful resources to help you prepare for your placement.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/893720/Student guide - preparing for IP June 2020 FINAL version.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/893720/Student_guide_-_preparing_for_IP_June_2020_FINAL_version.pdf)

How will you be assessed on your T Level?

You will sit two externally marked knowledge tests to test your understanding of the subject. You will also sit externally marked assignments. Whilst on work placement, you will be set a project by your employer that you must successfully complete to demonstrate your overall breadth of learning.

How to Prepare for your T Level Course

- A high level of attendance and punctuality are essential to success on the T Level Business course.
- You will need to Be Ready to Learn with Pens, pencils, highlighters, paper, ruler, calculator, revision flash cards. You will also need a file for each unit you study to store your resources.

Learning to Learn

Business is a challenging but rewarding subject, offering insight into the business world around us and how things that we experience on a daily basis work. In order to succeed in this subject, you must have the ability to learn an extensive amount of new terminology, be able to work in a team as well as be able to apply the theory you have learned to different scenarios.

With this in mind, to assist your learning and enable you to perform to your potential, you would need to;

- Be independent – utilise your study time to complete your course work.
- Be organised – submit your work to meet the given deadlines.
- Be Prepared – use revision techniques such as flash-cards or other methods to assist your learning of the material.
- Be resilient – don't give up when you find topics difficult and use the VLE for extra resources.

Recommended Activities

See the Be Ready Business booklet

Recommended Websites

Whilst the internet is full of useful business information, refer your search to the T Level links below to help you;

<https://www.cityandguilds.com/tlevels/business>

<https://www.youtube.com/watch?v=WVKJTUbJyKU>

<https://tutor2.net/business/>

This is an informative website, explaining areas of the specification in a level of detail suitable to level 3 student.

What I wish I'd known about T Levels

We asked some of our current T Level learners for some advice for new learners, here is what they said;

"Start each assignment as soon as you get it"

"Be prepared to not only remember formulae and definitions but to apply the basic principles of business to more advanced questions."

"Go to the library! Spend time on your homework."

"Be prepared for the hard work. Put in the hours every week. Start learning from the start. If you don't understand something, ask."

"Revise early and make notes."

"Learning from mistakes that you made in each test will help you in the exam"

"Refer to all the T level help available online to support your studies"

"Be Prepared and find a placement early"

"Treat it like a job. Turn up on time every day and do the work, then it's very difficult not to do well"

"If you do not put in the work you will not fulfil your potential."

"Constantly reading notes and practicing past paper questions is essential"