

COURSE GUIDE 2022

T-LEVELS

THE NEXT LEVEL QUALIFICATION

MANAGEMENT & ADMINISTRATION

↑ MINIMUM
45 DAY
↑ INDUSTRY
PLACEMENT



T-LEVELS

NEW FOR 2022

MANAGEMENT & ADMINISTRATION

What are T-Level qualifications?

- post-16, two-year courses, equivalent to 3 A Levels
- includes 45 day 'on-the-job' industry placement
- developed in collaboration with employers and businesses so that the content meets the needs of industry and prepares students for the world of work, further training or study.
- You will spend 80% of your time learning in the classroom and 20% on placement to develop the skills and knowledge employers are looking for.

More about Industry Placements

Every T-Level includes an industry placement with an employer focused on developing the practical and technical skills required for the occupation. These will last a minimum of 315 hours (approximately 45 days) but can last longer. Employers can offer industry placements as a block, day release or a mix of these.

What are the entry requirements?

At Carmel, you will need five grade 4s or above at GCSE (or equivalent) with a minimum of grade 5 in English and Maths plus a keen interest in your subject area.

How are T-Levels assessed?

Each course will be assessed differently depending on the key skills and behaviours you will need to develop for your chosen career path and could include the following:

- Written examinations
- Assignments
- Practical skills tests
- Employer-set practical project
- Group work
- Portfolios

How are T-Levels graded?

On completion, you can achieve an overall grade of Pass, Merit, Distinction or Distinction*.

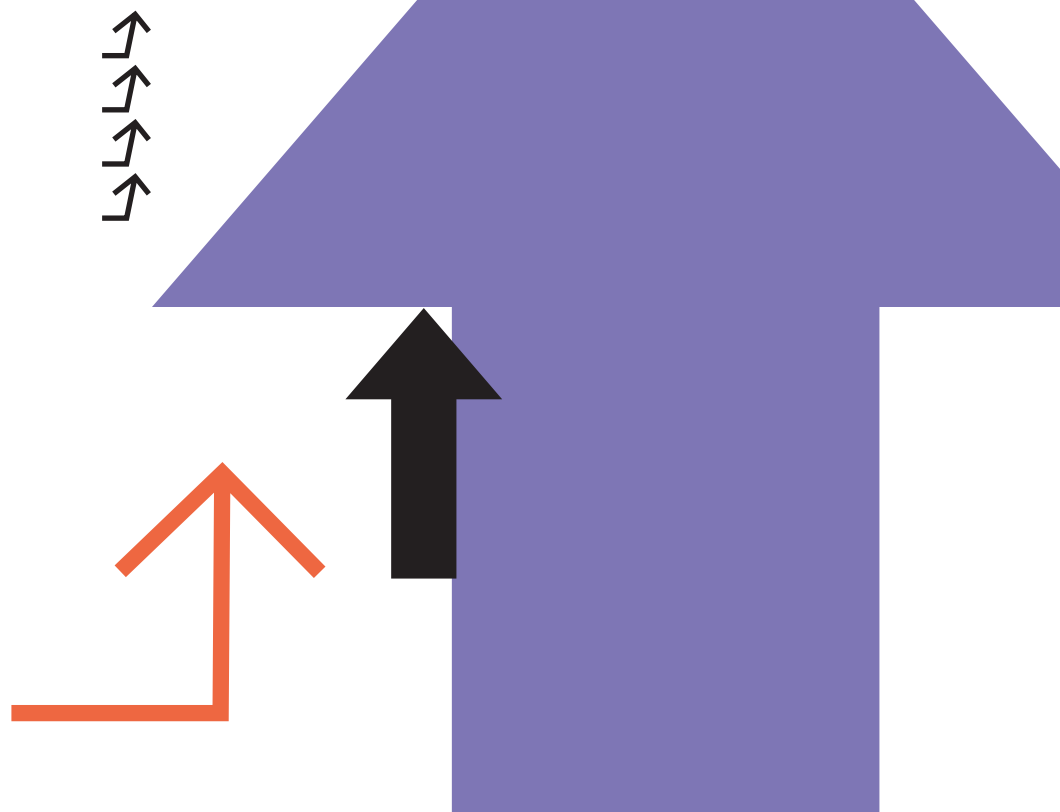
Your T-Level certificate will also include:

- a separate grade for the core component, using A*-E
- a separate grade for the occupational specialism, shown as Pass, Merit or Distinction
- grades for Maths and English qualifications (if required)
- completion of industry placement
- info re any other additional mandatory requirements

Learners who do not pass all elements of their T-Level will get a T-Level statement of achievement which will show the elements they have completed.

What can I do with a T-Level qualification?

T-Level qualifications will support students onto a range of progression routes including employment, higher and degree level apprenticeships, higher education or higher level technical qualification.



NEXT LEVEL SKILLS FOR NEXT LEVEL JOBS

MANAGEMENT & ADMINISTRATION

What will I learn on this course?

You will develop an understanding of a broad range of issues relevant to the sector, including:

- business context – an overview of organisational cultures and values, different types of internal and external stakeholder, different forms of governance and the impact of organisations on society and the environment
- project and change management – an understanding of the common change management theories and models and how to support and improve projects
- business behaviours – the importance of good communication and adapting social communication styles to professional standards and according to purpose, medium and audience
- quality and compliance – the importance of maintaining and improving quality in all aspects of public and private sector organisations

Course structure & assessment:

The technical qualification is split into 2 component parts:

Core 1: Concepts and theories

Assessed by: two written exams each lasting 2.5 hours

Core 2: Transferable/core skills for Management & Administrative sector

Assessed by: an employer-set project

Occupational specialism: Business Support

The occupational specialism provides opportunities for students to develop the knowledge, understanding and skills they will need for a business support role such as:

- supporting the running of the organisation
- organising and prioritising workloads and processes
- Recommending and delivering improvements to business practices
- Building and maintaining positive internal and external stakeholder relationships
- Managing the flow of information throughout the organisation

Assessed by: assignments

Progression routes

You could progress to higher education, employment or an apprenticeship, such as the Business Administrator Apprenticeship. The skills that students will acquire will transfer into any industry sector. Career options might include working as a business improvement coordinator, team leader or in project support.

LEARN MORE AT [TLEVELS.GOV.UK](https://www.tlevels.gov.uk) LEARN MORE AT [TLEVELS.GOV.UK](https://www.tlevels.gov.uk) LEARN MORE AT [TLEVELS.GOV.UK](https://www.tlevels.gov.uk) LEARN MORE



T-LEVELS

THE NEXT LEVEL QUALIFICATION

**ONE
T LEVEL
↑
EQUALS
THREE
A LEVELS**



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