

T-LEVELS
THE NEXT LEVEL QUALIFICATION



THE
BEDFORD
COLLEGE
GROUP



T LEVEL MANAGEMENT AND ADMINISTRATION (BUSINESS SUPPORT) COURSE OVERVIEW

CITY AND GUILDS T LEVEL TECHNICAL QUALIFICATION IN MANAGEMENT AND ADMINISTRATION (LEVEL 3)

The T Level Technical Qualification in Management and Administration allows learners to gain an understanding of what is needed to work within the management and administration industry. Topics covered include quality and compliance standards, key people and stakeholders and business behaviours.

This qualification is aimed at learners aged 16-19 years old who wish to work in the management and administration industry.

A learner who completes this qualification is well placed to develop to full occupational competence with further correct support and training.

T Levels are new courses which will follow GCSEs and will be equivalent to three A Levels. These two-year courses have been developed in collaboration with employers and businesses so that the content meets the needs of industry and prepares learners for work.

In the first year, students will study a business and management common core, before undertaking an occupational specialist component in Year 2. The second aspect of the course will be a work placement where the student will gain on-the-job technical skills relevant to their course. As part of the course they will be set a work-based project which will allow them to apply the knowledge and skills they have gained. This work placement will be a minimum of 45 days.

YEAR 1 CORE CONTENT

The core content relates to the whole route, and the pathway that the Technical Qualification covers. This breadth of content will help to ensure students are able to apply their knowledge, understanding and skills in a variety of contexts and for a variety of different purposes.

This component focuses on the students' knowledge and understanding of contexts, concepts, theories, and principles relevant to Management and Administration. The component is designed to develop awareness of the key areas that impact the sector, developing knowledge and understanding.

ELEMENTS OF CORE KNOWLEDGE

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



YEAR 2 - OCCUPATIONAL SPECIALIST CONTENT

Specialist content is structured into different **occupational specialisms**. They ensure students develop the knowledge and skills necessary to achieve a level of competence needed to enter employment in their occupational specialism, and are organised around '**performance outcomes**' that indicate what the student will be able to do, as a result of learning and applying the specified knowledge and skills.

The occupational specialism our college offers for this course will be

- **Business Support**

PERFORMANCE OUTCOMES

The purpose of this specialism is for learners to develop the knowledge, understanding and skills within a Business Support role. The specialism is designed to provide opportunity for learners to develop their ability to support business functions, through a range of techniques including use of business tools, problem solving and project management.

Learners will develop their knowledge and understanding of, and skills in:

- **Supporting the overall running and operation of an organisation**
- **Using prioritisation skills to support time management and delivery of workloads**
- **Considering improvements and recommend ways to develop and improve business practices**
- **Developing effective communication with a range of stakeholders to support business practices**
- **Managing the flow of information through the organisation.**

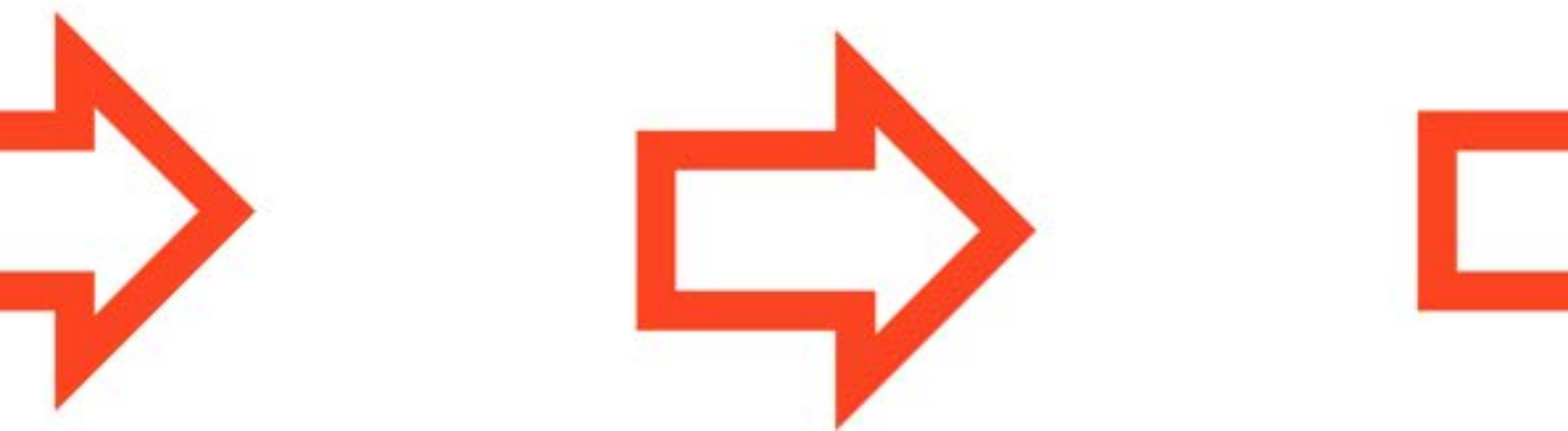
INTRODUCING **T-LEVEL PLACEMENTS**: A GATEWAY TO TALENT AND GROWTH

T-Level placements are more than just a work experience opportunity—they are a direct pathway for introducing the next generation of skilled talent into your business. These placements allow students to immerse themselves in the workplace, contributing fresh perspectives while gaining valuable hands-on experience.

At The Bedford College Group, we don't see this as a standalone opportunity. Upon successful completion of a T-Level placement, we are perfectly positioned to transition students into apprenticeships, enabling them to continue their career journey within the placement. This seamless progression ensures that employers benefit from a workforce that is not only familiar with your business but also eager to grow and develop within your industry.

Our mission is to offer more than just education; we aim to create meaningful career pathways. By partnering with us, you'll have access to a continuous pipeline of enthusiastic, well-prepared talent ready to meet the evolving needs of your sector.

The Bedford College Group wants to be your trusted talent partner—working alongside you to identify, develop, and nurture the future of your workforce. Together, we can build a journey that transforms students into valuable employees and supports your business in achieving its long-term goals.



CONTACT US

If you would like to offer an industry placement and want to find out more information or how to proceed, please contact our Business Development team



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