

T Level - Management & Administration

(2 Year Course / Equivalent to 3 A Levels)

MSN Sixth Form Campus

What is the course about?

The **Management & Administration T level** is ideal for anyone planning to pursue a career in Business or Management. Throughout the course, you will engage with the world of business through the context of current business developments and real business situations. You will learn how management, leadership and decision-making can improve performance in marketing, operations, finance and human resources.

You will be given the opportunity to put everything you learn into practice, with a substantial local industry placement of around 45 days. Build your network and open future doors by working while you study with an employer such as a FMCG or high-growth start up company.

You will also explore the interrelated nature of business activities at a local, national and global scale, with case studies focusing on different sectors such as services or manufacturing. Students will develop valuable knowledge and skills needed to analyse data, think critically about issues and make informed decisions.

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

You will then choose a specialist module to support your interests such as:

- Business support
- Business improvement
- Team leadership and management

How is it assessed?

Core component: Grades A* to E are based on combined scores from written examinations and an employer-set project. Occupational specialism component: distinction/merit/pass grades are based on coursework assignments.

What might the course lead to?

You could progress to higher education in courses such as a Bsc (Hons) degree in Business and Management. You may find an apprenticeship or employment starting in an entry level management or administrative role such as a Barrister's Clerk, Sales Administrator or Manufacturing Supervisor.

Why choose T Levels?

T Levels are ideal if an individual wants to:

- Develop practical skills, knowledge and behaviours that show occupational competence
- Apply theory in real workplace settings
- Combine classroom learning (80%) with on-the-job employment experience (20%)
- Continue their post-16 education with well-defined goals and aspirations
- Pursue a high-quality technical route into skilled employment, further study or higher/ degree apprenticeships
- Develop maths, English and digital skills within the qualification framework