

# T Level Business – Management & Administration

Subject Area	Business
Course Type	School Leavers
Study Level	Level 3
Delivery Mode	Full-time
Location	David Hockney Building
Duration	2 Academic Years
Start Date	September 2024
Course Code	PA000122

## Course Summary

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This T Level course is your route into business. It goes beyond the theory of business practice and develops your practical skills. It will provide you with the essential skills and knowledge needed for a successful career in management across various sectors. This comprehensive program combines theoretical learning, combined with practical experience, providing you with insights into business operations, project management, and effective communication. You will develop the competencies to excel in administrative roles and management positions within organizations.

## What You Will Learn

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By the end of this course, you will:

- Understand the principles of management and administration and their importance in various sectors.
- Analyze business operations and develop effective strategies for performance improvement.
- Apply project management techniques to plan, execute, and monitor projects

successfully.

- Demonstrate leadership skills and the ability to work effectively in teams.
- Understand financial management principles and their application in business decisions.
- Complete a comprehensive capstone project that showcases integrated management and administration skills.

## Modules

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- Business Context
- Project Change Management
- Business Behaviours
- Quality and compliance
- Team Leadership/Management

## Entry Requirements

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5 GCSEs including Maths and English Language at a grade 5 or above.

## Work Experience

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The 45 day industry placement allows you to develop your occupational specialism skills as well as those necessary to working in any environment, such as effective planning, working with others, health and safety and promoting equality and diversity.

## Progression

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Successful completion of this course can lead to employment, apprenticeships or higher education. Careers include:

- Managerial roles
- Project officers
- Digital marketing
- Banking
- Self-employment

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