

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 Year
Start Date	September 2024
Course Code	PA000122

Course Summary

The management and administration T Level is your route into business. It goes beyond the theory of business practice, and develops your practical skills.

This T Level programme will enhance key skills that will prepare you for the next steps of your career. This includes the importance of good communication, and how to adapt communication to different audiences.

What You Will Learn

You will develop an understanding of business context, project and change management, business behaviours as well as quality and compliance.

The course will introduce you to many aspects of the business industry including, sales and marketing, business practices and understanding the client journey.

Modules

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

Entry Requirements

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

Work Experience

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

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

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

Disclaimer: Our prospectus, college documents and website are simply here to offer a guide. We accept no liability for any inaccurate statements and are not responsible for any negative outcomes if you rely on an inaccurate statement. We reserve the right to withdraw any programmes or service at any time.