



BUSINESS

MANAGEMENT AND ADMINISTRATION

T-LEVEL (BUSINESS) – LEVEL 3

START DATE: 2 September 2024

LENGTH: 2 years

STUDY: Full-Time

LOCATION: West Lancashire College

QUALIFICATION GAINED: City & Guilds
Level 3 T Level Qualification in
Management and Administration – Business

More about the course

Do you want a practical approach to learning with real on-the-job experience?

The two-year T Level course is ideal if you want to develop your knowledge of the management and administration sector, as well as work in roles such as Administration Assistant, Supervisor or Office Manager.

Entry Requirements

- You will ordinarily require a minimum of 5 GCSEs at Grade 4/5, including English and Maths

What will I achieve?

On successful completion of this course, you will achieve a City & Guilds Level 3 T Level Qualification in Management and Administration – Business.

What will I learn?

You will study the following core modules:

- Business behaviours
- Business context
- Finance
- People
- Policies and procedures
- Project and change management
- Quality and compliance
- Team leadership and management





Alongside your studies, you will undertake a substantial work experience placement. You'll spend 20% of your time on an Industry Placement, giving you vital experience in the world of work and a CV to wow future employers. Your employer may also provide you with that invaluable first reference, whilst a number of our students have also been offered full-time contracts following successful Industry Placements.

How is the course taught?

- Group work
- Theory sessions

How am I assessed?

- Written examinations
- Practical activities assessments
- Case study assessment
- Professional discussion
- Employer set project

Where can I progress?

On successful completion of this course, you may progress into industry on an apprenticeship or into a variety of entry-level roles within the Business sector.

