



The Course

In brief...

The Business Management and Administration - Business Support T-level offers young people a fantastic opportunity to gain hands on experience and important theoretical knowledge of how businesses operate, and how they can have a meaningful impact when they enter the workforce. You will be developing team and professional skills to get you ready for employment as well as all the essential knowledge needed for the sector.

The qualification will help you gain an understanding of the sector. You will study different types of business, analyse what works and what doesn't and understand how they innovate and respond to challenges.

As well as a robust work experience element of the course, each student will have the choice of studying one stand alone occupational specialism: Business Improvement, Team Leadership/Management, Business Support.

Who is it for?

What are T Levels?

- New two-year Level 3 qualifications equivalent to three A Levels
- Designed by professional bodies, employers and universities so that they are relevant and up to date.
- Include at least 45 days of work experience and opportunity to build transferable skills and knowledge related to the job area
- Assessed through a combination of exams, coursework and other methods

T Levels are new two-year, Level 3 study programmes that will follow the study of GCSEs and Technical Awards at Key Stage 4 and offer an attractive alternative to A Levels and Apprenticeships. T Levels will combine classroom theory, practical learning and a 45 day industry placement with an employer to make sure students have real experience of the workplace.

What the Course Leads to

What courses can I do after this?

The qualification is intended to carry UCAS points and is recognised by HE providers as contributing to the admission requirements to many relevant courses.

Students who complete a T Level Technical Qualification in Business will be able to choose between moving into a skilled occupation or further study; for example, a higher or degree level Apprenticeship, or higher level technical study, including higher education.

What jobs can I get?

Bournemouth and Poole College is affiliated with many professional bodies in the area of Business, Finance and Administration. The skills and knowledge you will develop on this course are designed to meet the current demands of industry and commerce, and you will find that many of the skills are transferable and will have currency in a wide range of careers from Retail to Finance, Marketing, Events Management, Sales and Customer Service roles.

What do I need to apply

## Key Information

**Duration**

2 Years

**Attendance**

Full-time

**Level**

Level 3

**Qualification Name**

T Level

**Awarding Body**

City & Guilds

**Curriculum Area**

Business, Service Industries and  
ESOL - Business and Finance

## To do this course you should have...

At least five GCSEs at Grade 4 or above all from the core subjects including Grade 4 in English and Maths.

## What about work experience?

All students will be expected to take part in mandatory 45 day work experience during their study programme with us.

## Course costs

Course Code	Start Date	Costs 16-18	Costs 19-23 (with concessions)	Costs 19+ (no concessions)
BP00544	04/09/2024	£60.00	N/A	N/A

\* Please note fees are subject to change.

## Course Content

### Course Content

The qualification will help you gain an understanding of the Management and Administration sector and you will cover topics such as: Business Context, People, Quality Compliance, Project, and Change Management.

### Employer-Set Project introduction

The Employer-Set Project is an assessment made up of a number of tasks which will assess the knowledge and skills you have learnt as part of the 'Core' element of your T Level. Each project is developed together with employers in the industry to reflect realistic types of developments, activities and challenges.

The Employer-Set Project is a formal assessment that you will be marked and graded on. You will be marked on the quality and accuracy of the written work you produce. It is therefore important that you carry out your work to the highest standard you can.

How well you know and understand the subject, and how you have used your knowledge to complete the project must be clear to the marker. This means you should explain your thinking and how/why you have made your decisions within your written work e.g. as part of your planning, reflections, or evaluations.

In year 1 students will develop an understanding of:

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

In year 2 Students will develop knowledge, understanding and skills of:

- 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.

### Next Steps ...

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