


January 2022

**T-LEVELS**

 Institute for Apprenticeship  
& Technical Education

# T Levels – Management & Administration

## An introduction



A City & Guilds Group Collaboration



# Who we are



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# How do T Levels compare?



## A Levels

- Subject-based qualifications
- Two years at a local college or school



## T Levels

- 2-year technical programmes at local colleges, schools, training providers
- 80% classroom-based
- 20% in a placement

Includes industry placements to build attitudes and behaviours and to develop practical skills



## Apprenticeships

- At least 12 months
- work-based training
- 80% on the job
- 20% off the job

Followed by possible progression to:



Higher Education



Skilled Employment



Progression onto an Apprenticeship (inc. Higher/Degree)



# T Level programme composition

Achievement of T Level must include all components. UCAS points will be attached and the points will be equivalent to 3 A levels.

**Core**  
50% Total TQ time

**Graded** A\* - E

**Core 1** Concepts & theories

**Core 2** Transferable/Core skills

**Occupational specialism**  
50% Total TQ time

**Graded Pass/merit/distinction**  
Based on occupational maps

**Assessment:**

- External exams
- Substantial employer set project

**Assessment:**

- Synoptic practical assignment(s)

**Industry Placement**  
315-420 hours  
Min 45-60 days

**NO LONGER IS Maths and English**  
GCSE or Functional Skills Level 2

**LTP**  
(other requirements set by  
T Level panel)  
N/A in M&A

**Employability, enrichment & pastoral (EEP)**



# An overview of the Technical Qualification (TQ) for Management & Administration

## Core:



(Assessed by two externally set and marked exams  
and an employer set project)

## Occupational Specialisms:



(Assessed by a practical assignment for each  
Occupational Specialism)

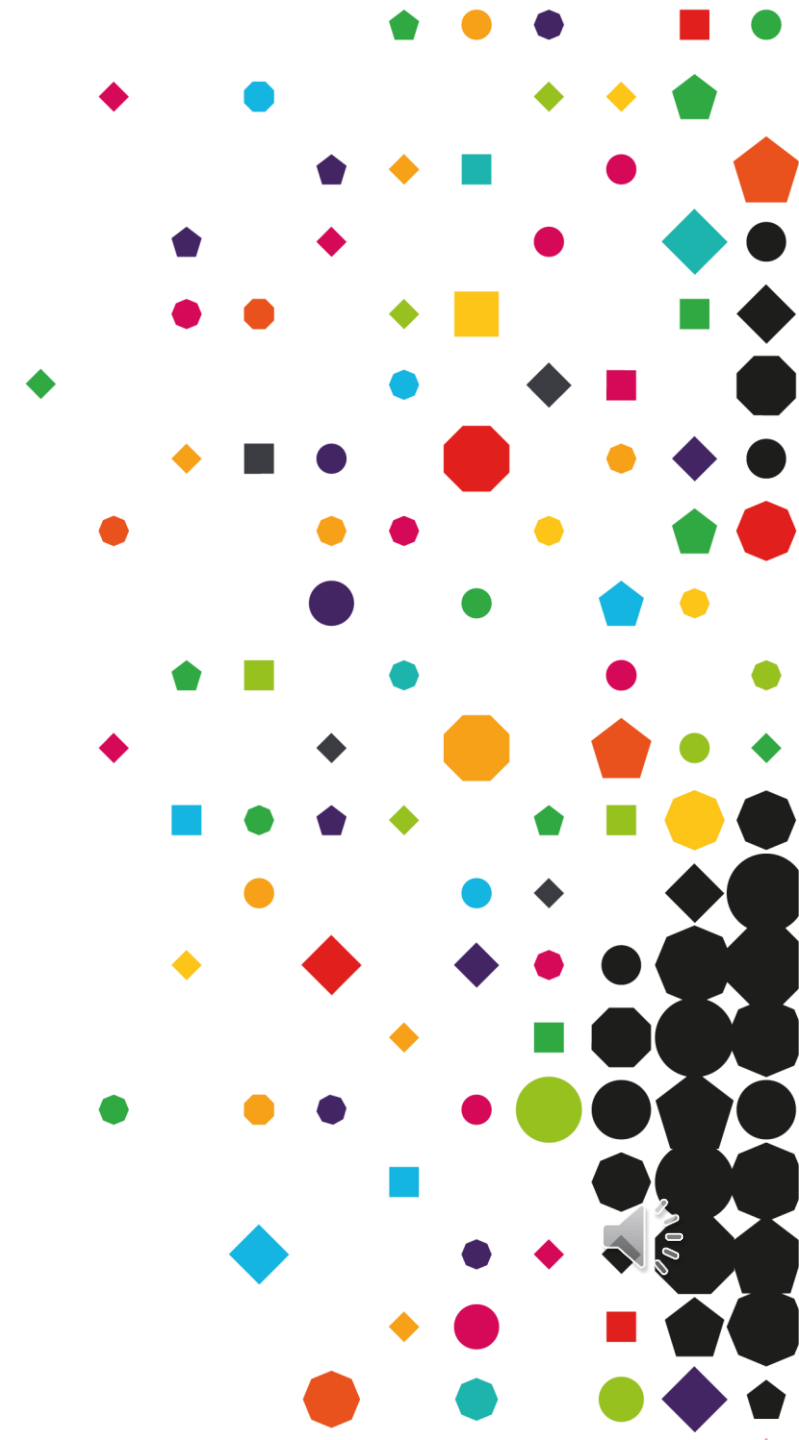


# Assessment contribution – CORE & OS

The overall assessment weighting for the core and the occupational specialism is 50:50.

	Core	Occupational Specialism
	50%	50%
<b>GLH</b>	600	595-620
<b>Grade</b>	A*-E	P/M/D

Assessment - CORE	Overall contribution
Core examination 1	30%
Core examination 2	30%
Employer-set project	40%





# Technical Qualification - Core

Key areas covered:

1. Business Context
2. People
3. Quality & compliance
4. Finance
5. Policies and Procedures
6. Project and Change Management
7. Business Behaviours

Ensure the Core Skills are embedded

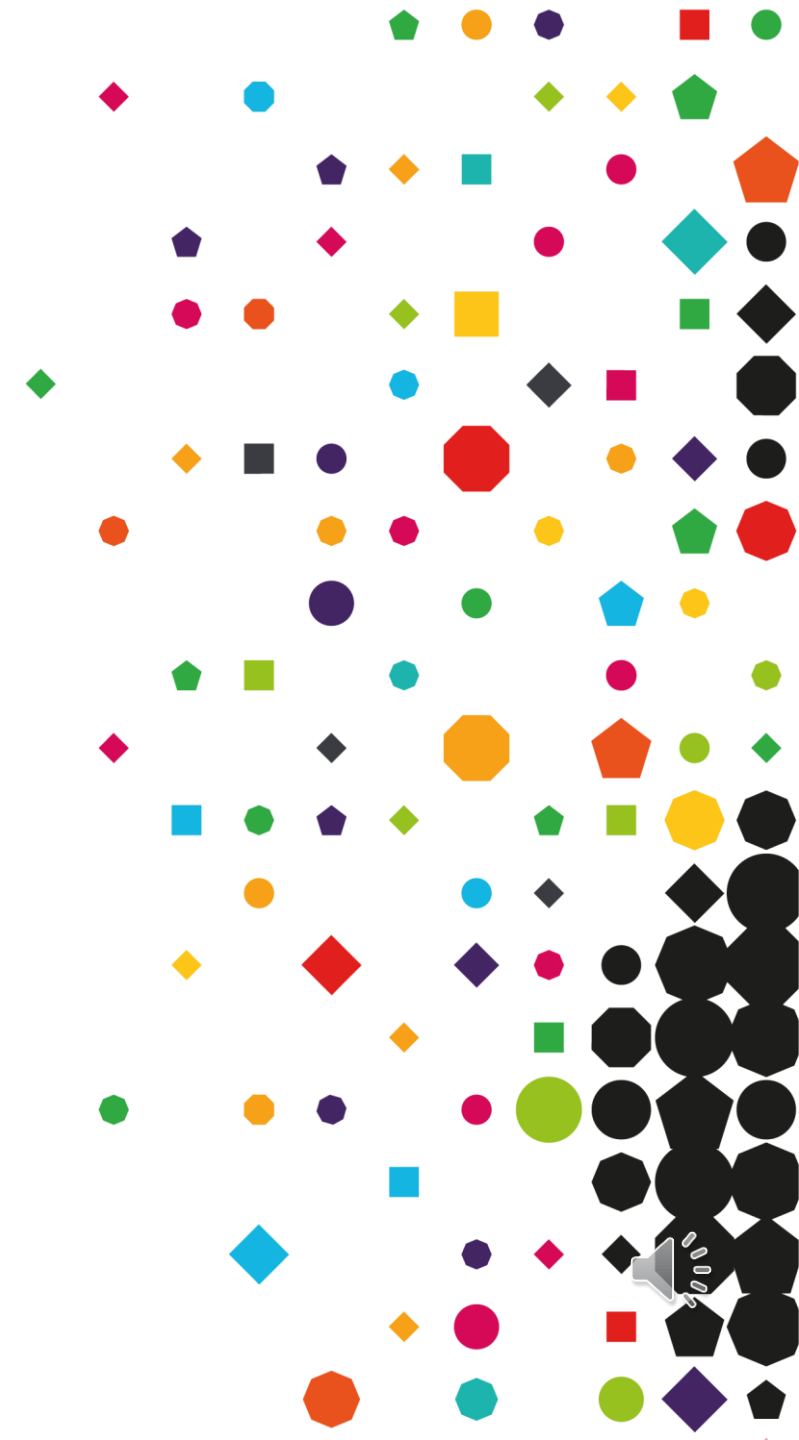


# External examination of Core content

**One core exam**, with **two** papers.

**Each** paper will:

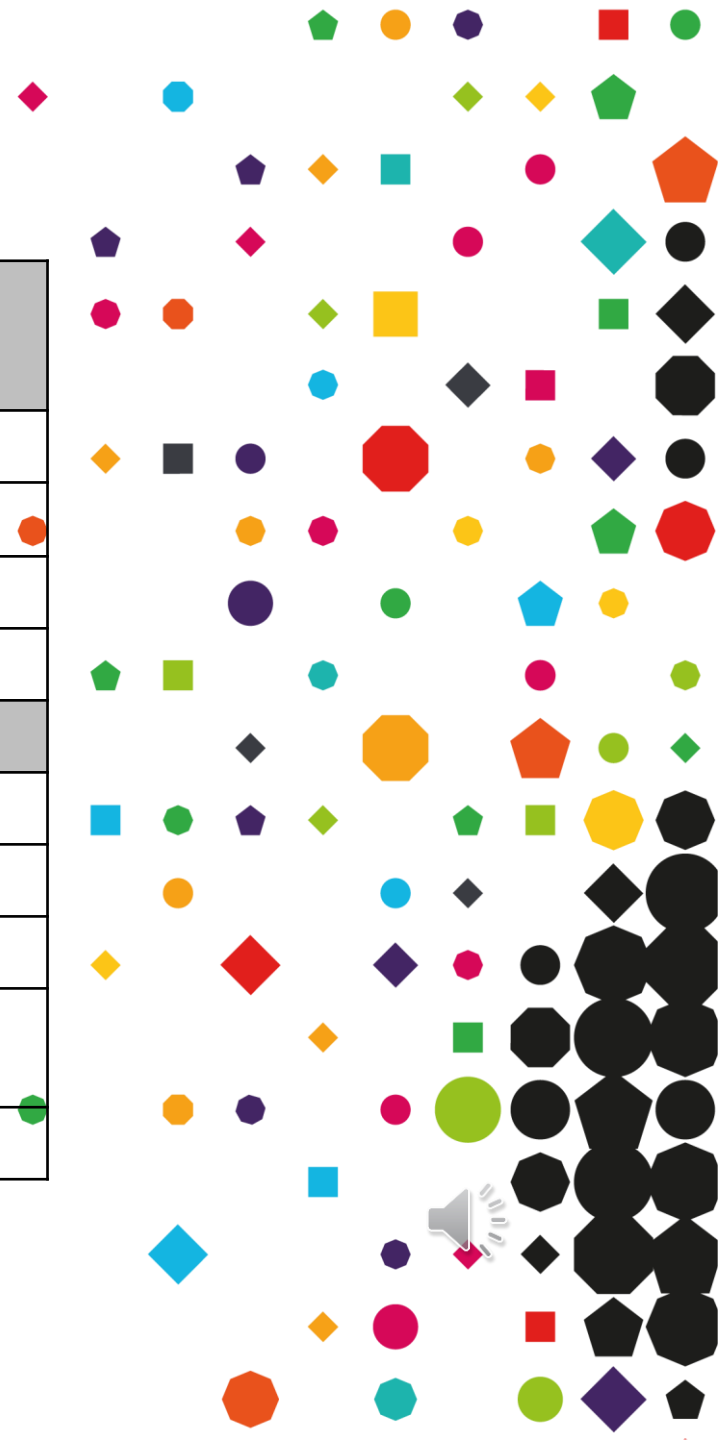
- contain **100 marks**
- have a set duration of **2.5 hours**
- be weighted **30%** of the overall Core grade
- be **externally-set and marked**
- be sat within the same **assessment window**.





# Approximate GLH

Paper 1	Provisional Guided Hours allocated
1. Business Context	146
2. People	107
7. Business Behaviours	56
<b>Total provisional GLH</b>	<b>309</b>
Paper 2	
3. Quality & compliance	47
4. Finance	90
5. Policies and Procedures	45
6. Project and Change Management	109
<b>Total provisional GLH</b>	<b>291</b>



# Employer-set project – covering Core skills/ knowledge

- The **Employer-set project**.
- contains **100 marks**
- set duration of **25 hours**
- weighted **40%** of the overall Core grade
- **externally-set, marked & moderated**



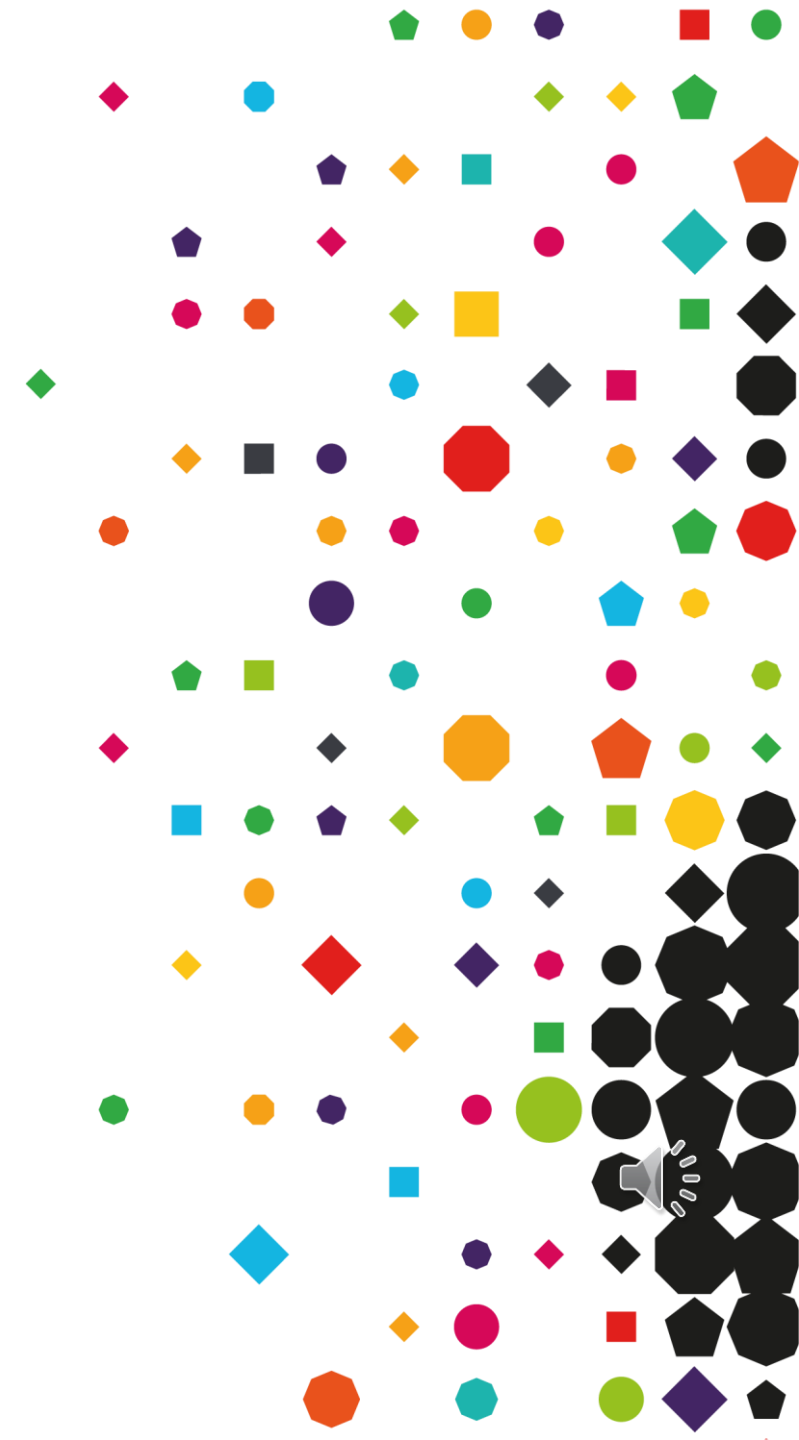
# When do the Core assessments take place?

## Summer series (Easter-June)

- ESP
- Core paper 1 & 2

## Autumn series (October/Nov)

- ESP
- Core paper 1 & 2



# Occupational Specialism

Developing the knowledge and skills necessary to enter employment





# Business Improvement Occupational Specialism

Direct links to Improvement Technician apprenticeship standard

Key areas this OS covers:

- Acquiring data to support the improvement process
- Analyse data to identify opportunities for improvement
- Engage stakeholders in discussions on business processes and improvement
- Identify, propose and plan solutions for improvement
- Monitor and report the implementation of business improvement activities

The screenshot shows the website for the Institute for Apprenticeships & Technical Education. The page is titled 'IMPROVEMENT TECHNICIAN'. It includes a navigation menu with options like 'About', 'Ensuring quality', 'T Levels', 'Higher technical qualifications', 'Developing apprenticeship standards', and 'Apprenticeship standards'. The main content area is divided into sections: 'Overview of the role', 'Details of standard', and 'Occupation profile'. A sidebar on the right contains key information such as 'Status: Approved for delivery', 'Level: 3', 'Reference: ST0193', 'Version: 1.0', 'Approved for delivery: 27 February 2018', 'Route: Business and administration', 'Typical duration to gateway: 14 months', 'Maximum funding: £4000', and 'Trailblazer contact(s): felicity.fashade@baesystems.com'. It also lists 'Employers involved in creating the standard' including BT Group Plc, Toyota Motor Manufacturing (UK) Ltd, Capella Associates, Chartered Quality Institute, and International Automotive.





# Team Leadership/Management Occupational Specialism

Direct links to Team Leader or Supervisor standard

Key areas this OS covers:

- Lead, manage and develop individuals and teams to deliver outcomes
- Build relationships with colleagues, customers and stakeholders
- Deliver core operational tasks and plans
- Manage and implement projects
- Apply governance and compliance requirements

The screenshot shows the website for the Institute for Apprenticeships & Technical Education. The page is titled 'TEAM LEADER OR SUPERVISOR'. It features a navigation menu with options like 'About', 'Ensuring quality', 'T Levels', 'Higher technical qualifications', 'Developing apprenticeship standards', and 'Apprenticeship standards'. A search bar is present at the top. The main content area includes a notice about Covid-19 guidance, an 'Overview of the role' section with the text 'Managing teams and projects to meet a private, public or voluntary organisation's goals.', and a 'Details of standard' section. On the right side, there is a sidebar with key information: Status: Approved for delivery, Level: 3, Reference: ST0384, Version: 1.2, Date updated: 25/06/2020, Approved for delivery: 1 June 2016, Route: Business and administration, Minimum duration to gateway: 12 months, Maximum funding: £4500, and Trailblazer contact(s): sarah.bishop@cabinetoffice.gov.uk and Anne.Thomas@serco.com.



# Business Support Occupational Specialism

Direct links to Business Administrator apprenticeship standard

Key areas this OS covers:

- Support the running of the organisation
- Organise and prioritise workloads and processes
- Recommend and deliver improvements to business practices
- Build and maintain positive internal and external stakeholder relationships
- Manage the business information flow



The screenshot shows the website for the Institute for Apprenticeships & Technical Education. The page is titled 'BUSINESS ADMINISTRATOR' and includes a search bar, navigation menu, and a detailed overview of the role. A pink warning box at the top states: 'Flexibilities agreed that are in line with the Covid-19 guidance on our website. Due to Covid-19, it has been agreed that all methods of assessment can be delivered remotely. All adaptations need to be approved by the standards EQA provider and meet the Covid-19 guidance on our website.' The 'Overview of the role' section describes the job as 'Supporting and engaging with different parts of the organisation and interact with internal or external customers.' The right-hand side of the page lists key details: Status: Approved for delivery, Level: 3, Reference: ST0070, Version: 1.0, Date updated: 16/07/2020, Approved for delivery: 18 September 2017, Route: Business and administration, Typical duration to gateway: 18 months (this does not include EPA period), Maximum funding: £5000, Trailblazer contact(s): tom.j.pearce@uk.gt.com, and Employers involved in creating the standard: Grant Thornton UK LLP, BT, Npower, Federation of Small Businesses, Peter Jones.



# Occupational specialism assessment - Practical assignments

- Each Occupational specialism assessment will comprise of a practical assignment that
  - contains **60 marks**
  - is of a set duration of **32 hours**
  - **Externally-set, externally-marked**
  - **Externally moderated** by City & Guilds
  - is based on an overarching project brief
  - has a range of individual tasks that are mapped to the performance outcomes of the specialism; with weightings applied per performance outcome
  - has a mark scheme that reflects the individual performance outcomes assessed by the specialism and with banded marks to reflect the assigned weightings





# Core and OS Mapping

Management & Administration Core	Occupational Specialisms
Business Context	Business Support (OS)
People	Team Leadership (OS)
Quality & compliance	
Finance	
Policies and Procedures	
Project and Change Management	Team Leadership (OS) Business Improvement (OS) Business Support (OS)
Business Behaviours	Team Leadership (OS)



# Funding and UCAS





# Funding Bands

**Table 2 average and minimum hours and funding rate for each band**

	<b>average planned hours</b>	<b>minimum planned hours required for the band</b>	<b>funding rate (2 years)</b>
Band 6 - small T Levels	1330 hours	1180 hours	£10,876
<b>Band 7 - medium T Levels</b>	<b>1530 hours</b>	<b>1330 hours</b>	<b>£12,544</b>
Band 8 - large T Levels	1680 hours	1580 hours	£13,794
Band 9 - very large T Levels	1830 hours	1730 hours	£15,046

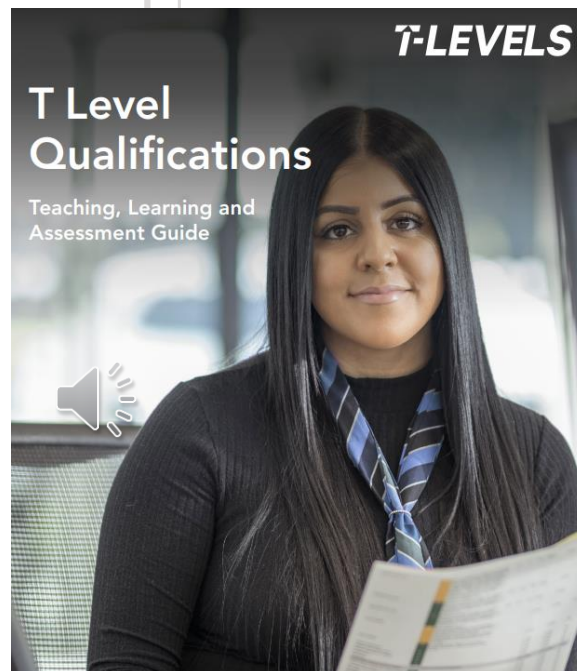
The national funding rates per student for 1 year of the T Level programme used for academic year 2023 to 2024 is half the amounts shown in Table 2.

# Reminder of our resources



# T Level resources

- **T Level welcome pack**
- **Free schemes of work, worksheets, PowerPoints and formative assessments**
- **Teaching & learning assessment guides**
- **HEI factsheet**
- **Learner leaflet (open days)**
- **In delivery annual calendar**
- **Curriculum planner template**
- **Sample weekly timetables**
- **TQ assessment guidance**
- **Approval & quality assurance timelines & webinar recordings**
- **Specifications**
- **Sample Core & ESP**
- **GSEMS**
- **Summer Core report**



**T-LEVELS**

**Start your career in Management and Administration with a T Level**

Designed with key employers, T Levels are a two-year programme choice that follow GCSEs and could give you a head start towards the career you want. It's a smart choice to start your business career and keeps your future options open.

Do you want a practical approach to learning with real on-the-job experience? This could be your next level qualification.

**What are T Levels?**

Designed with key employers, T Levels are a two-year programme choice that follow GCSEs and could give you a head start towards the career you want. It's a smart choice to start your business career and keeps your future options open.

**Where can my T Level take me?**

These qualifications ensure you'll have the skills and knowledge businesses want and prepares you for:

- Work
- Apprenticeships
- Higher Education

**What's involved?**

A T Level is made up of the following components:

**Technical Qualification:**

- Management and Administration core
- Occupational Specialisms

**Industry Placement:**

Maths, English and digital skills, GCSE or Functional Skills Level 2

**Overview of the Technical Qualification**

To achieve the T Level Technical Qualification (TQ) in Management and Administration you'll need to complete the two components of the TQ. These are known as the Core component and the Occupational Specialism. You'll choose one of the three Occupational Specialisms to study alongside the Core component.

**Core:**

Management and Administration

Assessed by two externally set and marked exams and an employer set project.

**Occupational Specialisms:**

Business Support, Team Leadership/Management, Business Improvement

Assessed by a practical assignment for each occupational specialism.

## Management and Administration

### Tutor resources

- (1) [Business context](#) (ZIP)
- (2) [People](#) (ZIP)
- (3) [Quality and compliance](#) (ZIP)
- (4) [Finance](#) (ZIP)
- (5) [Policies and procedures](#) (ZIP) (Updated 16 September 2022)
- (6) [Project and change management](#) (ZIP)
- (7) [Business behaviours](#) (ZIP)

# Management and Administration T Level: Core Textbook

Tackle the core component of your Management and Administration T Level head on with this comprehensive textbook published in association with City & Guilds.

- Complete coverage of the T Level's core component
- Prepares students for core exams and ESP
- Publishing Spring 2023
- Available in print and digital formats
- Print: 9781398372559 // £34
- Boost eBook: 9781398372405// £11 per year
- From expert authors Tess Bayley, Sean Vertigan and Sandra Middleton



**Learning outcomes**  
Core knowledge outcomes that you must understand and learn.

**Key terms**  
Important terms that you should understand.

**Industry tips**  
Useful tips and advice to help you in the workplace.

**Research**  
Research-based activities – either stretch and challenge activities, enabling you to go beyond the course, or industry placement-based activities encouraging you to discover more about your placement.

**Case study**  
Placing knowledge into a fictionalised, real-life context. Useful to introduce problem solving and dilemmas.

**Test yourself**  
A knowledge consolidation feature containing questions and tasks to aid understanding and guide you to think about a topic in detail.

**Health and safety**  
Important points to ensure safety in the workplace.

**Improve your maths**  
Short activities that encourage you to apply and develop your functional maths skills, in context.

**Improve your English**  
Short activities that encourage you to apply and develop your functional English skills, in context.

**Assessment practice**  
Knowledge-based practice questions to help prepare you for the exam.

**Project practice**  
Short scenarios and focused activities, reflecting one or more of the tasks that you will need to undertake during completion of the employer-set project.

# A range of learning and assessment features and activities to engage your learners and prepare them for the core exam and ESP





# On demand support

We have a host of recorded webinars and in person events to support.

All our webinars are located on our T Levels webpage at <https://www.cityandguilds.com/tlevels/events> and include:

- Core assessment support (face to face)
- Q&A for Core assessments (inc. ESP) LIVE
- Q&A for Occupational Specialism assessments LIVE
- Curriculum planning
- Preparation for core exams and assessments
- Preparation for the Employer-Set Project assessment
- Preparation for Occupational Specialism assessments
- End of year feedback session



# Resources and Support for T Levels

## Management & Administration webpage

- Search 8715 on our website
- Documents tab

**City & Guilds**  
A City & Guilds Group Business

COVID-19 OUR OFFER **QUALIFICATIONS** APPRENTICESHIPS TECHNICALS T LEVELS QUALIFICATION

QUALIFICATIONS EXPLAINED

Home > Qualifications > Business Skills > Business, Admin and Public Services > T Level Technical

## T Level Technical Qualification in Management and Administration (8715)

**INFORMATION** **DOCUMENTS**

Here you can find all documents related to this suite of qualifications.

By clicking on the section headings below, you can access a variety of documents such as the qualification handbooks and assessment materials, Statements of Purpose, and recognition letters from industry and employers.

Some documents may be password protected. Passwords can be retrieved by logging in to [walled-garden.com](http://walled-garden.com) and visiting the Administration section of the relevant qualification catalogue page.

### Assessment Materials

#### 8715-30 Core

- Employer Set Project
- Sample Core Exam

#### 8715-31 Business Improvement

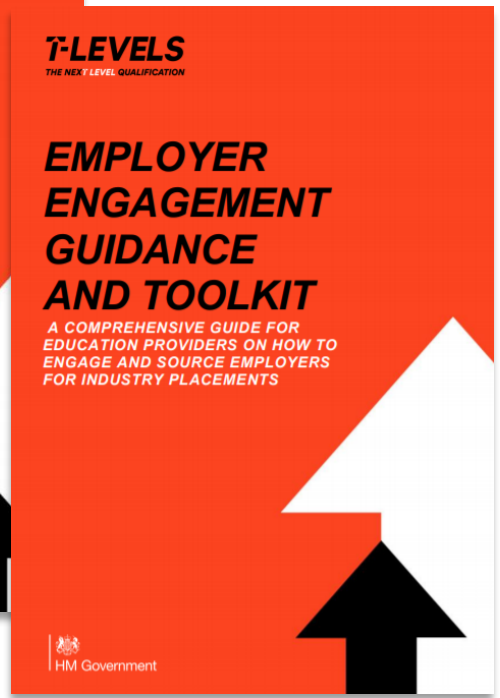
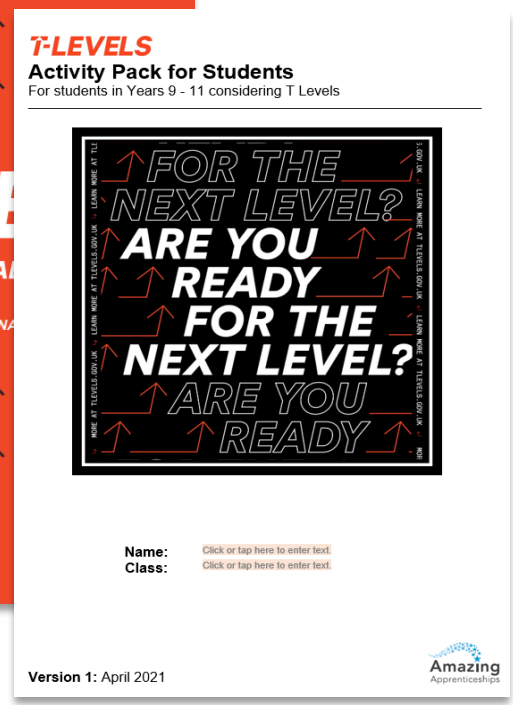
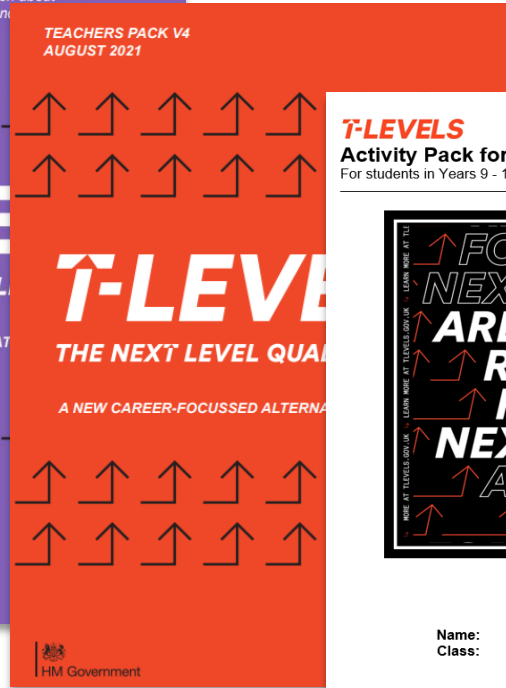
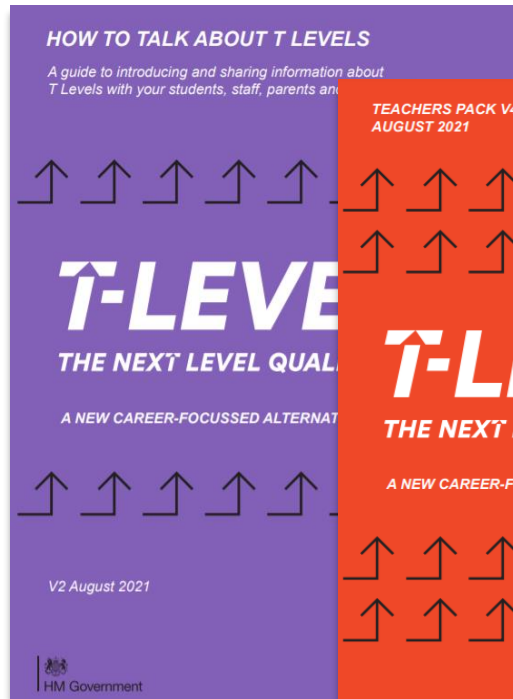
#### 8715-32 Team Leadership and Management

#### 8715-33 Business Support

### Centre documents

	8715 Technical Qualification in Management and Administration Specification v1 pdf	2 MB	23 Dec 2021	
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# Free promotional material from the Department for Education



January 2022

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 Institute for Apprenticeships  
& Technical Education

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 City & Guilds

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