

## T Level Management and Administration - Business Improvement

### Course Overview

Get ahead with our new T level that will help you to develop your vocational skills, meaning that you are ready to go in to the workplace after this programme, or progress into higher education or an apprenticeship. This programme is suitable for anyone who is interested in a career in management and administration such as working as a business analyst, marketing, research and development to name a few. During the 2-year programme, you will develop core knowledge and skills that are relevant to the whole sector as well as benefitting from a 45-day industry placement (315 hours). If you are aged 16 to 18, you will be enrolled on a study programme. This will include retaking GCSEs or undertaking Functional Skills in English and maths if you haven't already achieved a grade 4 or above. You will take part in activities that help you to develop your personal skills, such as building your character and confidence. This will help you to live well and move into your chosen career.

### What you will learn

You will develop an understanding of a broad range of issues relevant to the sector, including: Business context – an overview of organisational cultures and values, different types of internal and external stakeholders, different forms of governance and the impact of organisations on society and the environment Project and change management – an understanding of the common change management theories and models and how to support and improve projects Business behaviours – the importance of good communication and adapting social communication styles to professional standards and according to purpose, medium and audience Quality and compliance – the importance of maintaining and improving quality in all aspects of public and private sector organisations

1: Acquire and protect data to support the improvement process  
2: Analyse data to identify opportunities for improvement  
3: Engage stakeholders in discussions on business processes and improvement  
4: Identify, propose and plan solutions for improvement  
5: Monitor and report the implementation of business improvement activities  
6: You will be completing an industrial placement for 315 hours overall with a reputable organisation  
An industrial placement of 315 hours will take place with a reputable organisation.

### Entry Requirements

You need to be between 16 and 18 on 31 August of the year you start the course. You should have 5 GCSEs, including maths and English at grades 5 or above. We can accept alternative equivalent qualifications, too. Before you start, we work with you to make sure this is the right qualification for you and that you have all the support, guidance and specific training you need.

### Course Fees

There are no tuition fees to study a T level if you start before you are 19 years old but there will be material costs that will need to be paid at the start of the course. This course is for under 19s only.

### Course Progression

This course is suitable for anyone interested in a career in management and administration. Career options might include working as a business improvement coordinator, team leader or project support. Speak to your careers adviser to find out more. Students can also use this T Level to progress to a related higher-level apprenticeship or course of study at a higher level.

### What Happens Next

Apply online via the college website, or if your school uses the Positive Steps @16 (PS16) application system please apply through this and speak to your careers advisor if you are unsure. You will need details of your qualifications, a reference, and a personal statement to complete your application. Once your application has been successfully processed, you will be sent a conditional offer and be invited to a welcome event at the College to meet your tutors, learn more about your chosen course of study and tour the facilities. You will then need to confirm your acceptance of the course offered to you.

### Course Details

Course Code	P00278
Start Date	07/09/2026
Study Hours	Full Time
Duration	2 years
Campus	Abbey Park Campus
Level	3

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