

T-LEVEL BUSINESS

MANAGEMENT AND ADMINISTRATION

Course content

In the first year of study, learners will cover core content which covers the underpinning knowledge, concepts and skills.

First Year Core topics include:

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

In the second year of study, learners will focus on an occupational specialism, either team leadership and management or business improvement.

Occupational specialism option one

Team leadership and Management

- 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

Occupational specialism option two

Business Improvement

- Acquire and protect 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 improvement solutions.
- Monitor and report the implementation of business improvement activities.

Entry requirements

5 GCSEs at grades 4-9 including English literature or language and maths

Career progression

Successful completion of this course can lead to higher level apprenticeships in a business/management or higher education at a University in a wide range of subjects such as HR, management, finance or marketing. This course can also lead on to employment opportunities within various industries.

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