



## Business T Level Level 3

The T Level Technical Qualification in Management and Administration allows learners to gain an understanding of what is needed to work within an administrative or managerial role. Topics covered include Business Context, People, Quality Compliance, Project, and Change Management.

The specialism is designed to provide opportunity for learners to develop their ability to support business functions, through a range of techniques including use of business tools, problem solving and project management.

The course is scheduled over 4 days per week and will be a mixture of theory and practical lessons.

You will also take part in an industry placement in the workplace for 45 days in total over the 2 years.

- [Sector Overview](#)

According to government statistics there were 5.5 million private sector businesses in the UK at the start of 2022. Most of these businesses are small with less than 50 employees (5.47million), 35,900 are medium sized enterprises and 7,700 are large organisations. Small businesses employ nearly 48% of the population, while large organisations employ 39%.

- [Entry Requirements](#)

The entry requirements for this course are:

- ?5 GCSEs at Grade 4 (C) or above, or equivalent, including one humanity subject and grade 5 in GCSE maths and GCSE English Language.

You will be required to attend an informal interview which may include completing an assessment based on your prior qualifications.

- [What will I study?](#)

This course consists of the following modules:?

**Core Content:**

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

**Occupation specialism – Business Support:**

- 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

**Disclaimer:**

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- Developing effective communication with a range of stakeholders to support business practices
- Managing the flow of information through the organisation
- Knowledge of effective leadership when leading teams and individuals
- Knowledge of organisational strategy, vision and values
- Skills in planning and implementing change
- Skills in project management
- Skills in developing and maintaining a high performing team
- [How will I be assessed?](#)  
You will be assessed using a range of methods including:
  - External examinations
  - Observation
  - Assignments
  - Industry Placement
  - Work placement/journal
  - Projects
  - Witness testimony
  - Personal statements
  - Written examinations
  - Employer-set projects (ESP)
  - Synoptic assignments
- [Enrichment](#)  
To further enhance your progression, you will actively participate in skills competitions, such as the Big Idea Challenge and Skills London.  
You will have opportunities to take part in trips and visits, such as the Business Conference or Bank of England.  
You will have access to key employers that will deliver guest lectures to build your industry knowledge and create your future, including those from NatWest.
- [Work Experience](#)  
All students must complete a minimum of 9 weeks/45 days working with an employer/s on an industry placement.
- [Progression opportunities](#)  
Completion of the T Level course will allow you to progress onto:
  - University degree
  - Higher Level Apprenticeship
  - Higher National Diploma
  - Employment

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T Levels are eligible for UCAS tariff points equivalent to A Levels and most universities recognise T Levels as equal in merit.

- [Alumni](#)

Waltham Forest College is a vibrant and aspirational college and will support you to reach your career aspirations. Last year 96% of learners progressed onto a positive destination either to higher levels of study, employment, or an Apprenticeship.

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