

T LEVEL

BUSINESS & ADMINISTRATION

Exam Board: Pearsons	Course Code: TBC
Entry Requirements: Minimum of five GCSE pass grades (4 and above) including English and Maths	

Course Summary:

Students 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 stakeholder, 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.

Skills:

- Project management
 - Communication Skills
 - Business Strategy
 - Marketing
 - Leadership
 - Human Resources
 - Finance
 - Operations
 - Entrepreneurship
 - Problem solving
 - Customer Service
 - Change management
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Assessments:

- 2x core exams (30%)
- Employer Set Project (20%)
- Occupational Specialism Assessment (50%)
- 45 day/ 315 hours work placement

This course is suitable for students who...

- ...who wish to work within the Management and Administration sector.
- ...who will be able to improve on employability skills when working within a business.
- ...who want to develop skills & knowledge of management and administration and boost career prospects.
- ...will complete compulsory industry work placement (45 days) and be able to apply academic skills to a real-world setting.

Future careers:

Business administrator, Project support officer, Marketing assistant, HR assistant, Operations Officer, Finance Assistant, Office Manager, Sales Executive, Team leader/ supervisor, Purchasing Assistant and *Degree Apprenticeships

