



T LEVELS:
BUSINESS AND
ADMINISTRATION

WHAT ARE T LEVELS?

T Levels are a new Level 3, two-year technical programme that provide you with a high-quality alternative to A Levels. They have been developed in collaboration with employers, and combine theory, practical and classroom learning with a minimum 45-day industry placement. If you opt to take a T Level you will spend 20% of your time on an industry placement and 80% in the classroom.

After completing the course you can progress directly into work, on to a Higher Apprenticeship or study a university degree, as T Levels are awarded UCAS points.

From September 2022 we will be offering the following T Level in Business and Administration:

⬆ Business Management and Administration

This subject area has been chosen not only to give a wide variety of choice to our students but also to align with anticipated high demand skill areas for Greater Manchester and the wider North West region in the coming years.

WHO CAN STUDY A T LEVEL?

T Levels can be studied by any young person aged 16-18 and students up to age 24 who have an Education, Health and Care Plan (EHCP).

If you are interested in taking a T Level you will need to achieve the below entry requirements:

- ⬆ Minimum of five GCSEs at Grade 4 or above including English and maths
- ⬆ Attend an interview
- ⬆ Attend our Summer School.

If you don't quite achieve these grades and would still like to pursue a T Level there is the option of a one-year Transition Programme, which will then allow you to move on to a T Level the following year and gain a qualification at the same time*. Additionally you may still be accepted on a T Level if you successfully complete the Summer School programme and interview regardless of achieved grades.

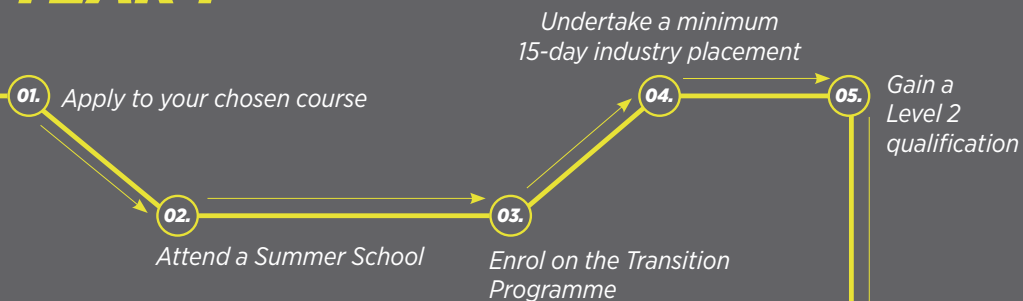
We offer the following T Level Transition Programme as part of our Industry Excellence Academy:

⬆ Business Management and Finance

*Subject to meeting the course requirements.

TRANSITION TO T LEVELS

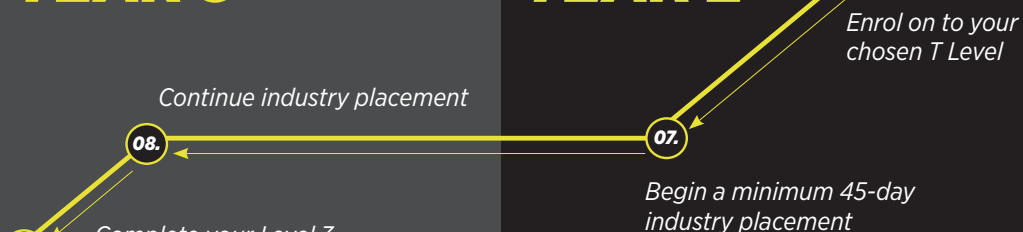
YEAR 1



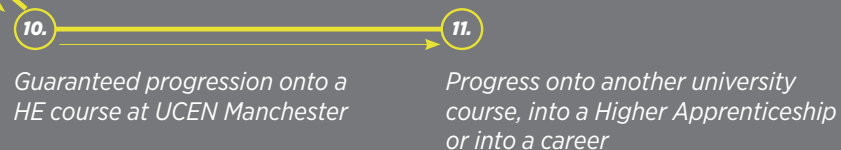
YEAR 3



YEAR 2



YEAR 4



SUMMER SCHOOL

Summer School is an introduction to our Industry Excellence Academy, T Levels and T Level Transition Programmes where students can meet their teachers and experience what learning at The Manchester College is like.

Students will take part in a project based learning experience to demonstrate their creativity, teamwork and problem solving skills, as well as their resilience, timekeeping and commitment.

The programme is designed to inspire students to think like business and administration professionals through a range of project-based learning challenges.

The Summer School will include a project based on managing marketing campaigns for a particular product or service and will include the following:

- ↑ Targeting audiences
- ↑ Creating campaign designs
- ↑ Social media or traditional marketing
- ↑ Presentation skills





THE MANCHESTER COLLEGE **T** AWARD

Those successful in gaining a place on the T Levels or Transition Programmes will be eligible for the '**T Award**', a package of benefits that includes:

- ⌈ £300 per year bursary*
- ⌈ Free branded work wear
- ⌈ Opportunity to take part in exciting college-wide competitions
- ⌈ Minimum 20% delivery by industry experts
- ⌈ Access to industry standard laptop* (as appropriate)
- ⌈ Guaranteed progression to a Higher Education course at UCEN Manchester
- ⌈ Bursary incentive if progressing to UCEN Manchester (T Levels)
- ⌈ Minimum 15-day (Transition Programmes) or 45-day (T Levels) industry placement
- ⌈ Digital upskilling
- ⌈ Masterclasses
- ⌈ And much more

*Subject to requirements including 95% attendance, positive attitude and grade profile.

OUR COURSES

Our courses have been co-developed and are co-delivered by our industry partners to meet the needs of industry and prepare you for work in the sector.

Alongside your studies, you'll undertake a minimum 15-day (Transition Programme) or 45-day (T Level) industry placement, as well as having regular guest speakers, workshops from industry experts, working to live briefs and more. You'll also be assigned a specialist employability tutor to support and prepare you for the world of work.

All our courses will enable you to develop a general understanding of business and administration:

- ⌈ **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.





T LEVEL

BUSINESS MANAGEMENT AND ADMINISTRATION

Level 3 | T Level | Shena Simon campus | Two years

WHAT YOU'LL LEARN ON THIS COURSE

As well as the topics mentioned on page 7, you will also develop the knowledge and skills of an business and administration, including:

- ⬆ Business Context
- ⬆ People and Projects
- ⬆ Quality Compliance
- ⬆ Change Management

WHAT YOU CAN DO WITH THIS T LEVEL

This course is suitable for anyone wanting a career in management and administration.

You can progress to a related higher-level apprenticeship or higher level course and into roles such as:

- ⬆ Business Administrator
- ⬆ Business Manager
- ⬆ Project Manager
- ⬆ Business Finance Officer
- ⬆ Finance Manager
- ⬆ Business Marketing Management
- ⬆ Social Media Marketing Developer
- ⬆ Business Analyst
- ⬆ Business Support Advisor
- ⬆ Business Support Administrator
- ⬆ Accountant Advisor
- ⬆ Human Resources.



TRANSITION PROGRAMME

BUSINESS MANAGEMENT AND FINANCE

Level 2 | Certificate | Shena Simon campus | One year

ENTRY REQUIREMENTS

- ⬆ Four GCSEs at Grade 4 including English or maths, with the one not achieved at Grade 3 or Level 2 Functional Skills
- ⬆ Attendance at our Summer School

WHAT YOU'LL LEARN ON THIS COURSE

You will learn about topics specific to business management and finance, including:

- ⬆ Organisational structures
- ⬆ Event management
- ⬆ Project management
- ⬆ Leadership skills
- ⬆ Finance.

WHAT YOU CAN DO WITH THIS QUALIFICATION

Progress on to our Level 3 T Level course:

- ⬆ Business Management and Administration

HOW TO APPLY


To apply to any of our Level 3 T Levels and Level 2 Transition Programmes, visit tmc.ac.uk.


Successful applicants will then receive more information on Summer School enrolment.


To find out more about T Levels visit our Industry Excellence Academy website:

industry-excellence.tmc.ac.uk/t-levels




 The Manchester College

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 tmc.ac.uk

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The Manchester College is committed to equality of opportunity, non-discriminatory practices and supporting individual learners.

This information is also available in a range of formats, such as large print, on request.

All information in this brochure was correct at the time of print.