



The  
Manchester  
College®  
be amazing

**T-LEVELS**  
THE NEXT LEVEL QUALIFICATION



INDUSTRY  
EXCELLENCE  
ACADEMY  
MANCHESTER



**T LEVELS:**  
**BUSINESS MANAGEMENT**  
**AND FINANCE**

## WHAT ARE T LEVELS?

T Levels are a 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.

We offer the following T Levels in Business Management and Finance:

- ↳ Business Management and Administration
- ↳ Finance

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, preferably a Grade 5 in English and maths
- ↳ Attend an interview
- ↳ Attend our Jump Start to T Levels programme.

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 T Level Foundation Year, 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 Jump Start to T Level programme and interview regardless of achieved grades.

We offer the following T Level Foundation Year as part of our Industry Excellence Academy:

- ↳ Business Management and Finance

\*Subject to meeting the course requirements.

# JUMP START TO T LEVELS

Both our T Levels and T Level Foundation Year require completion of our Jump Start to T Levels programme as an entry requirement.

The Jump Start programme is a two-week introduction to our Industry Excellence Academy, T Level and T Level Foundation Year programmes, where students can meet their tutors and experience what learning at The Manchester College is like.

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

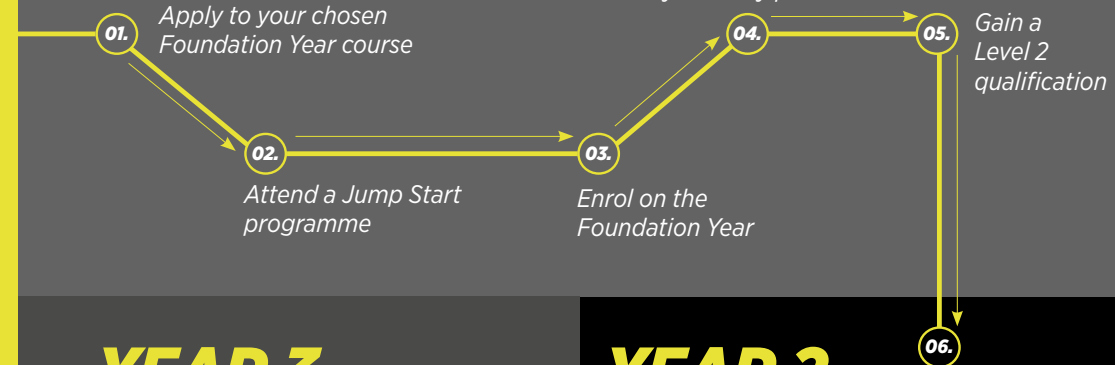
The Jump Start programme will include a project based on managing marketing campaigns for a particular product or service and will include the following:

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

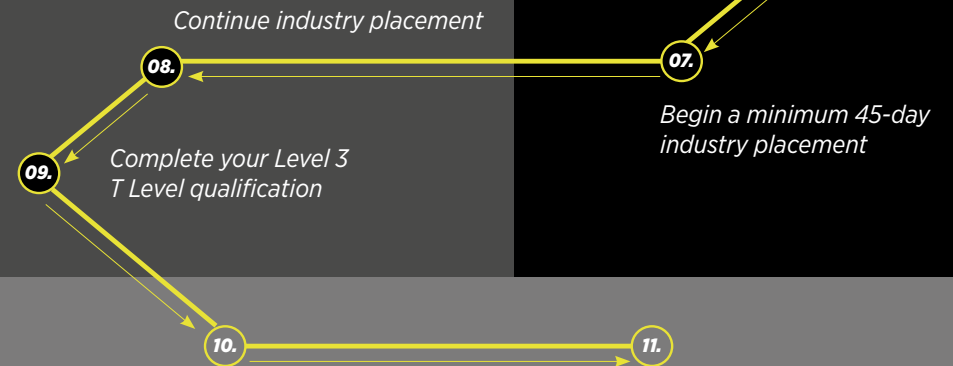
# JOURNEY TO T LEVELS

## YEAR 1

(If you don't have the grades for a T Level)



## YEAR 3



## YEAR 2

## YEAR 4

(If you choose to progress to UCEN Manchester)





## THE MANCHESTER COLLEGE **T** AWARD

Those successful in gaining a place on a T Level 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
- ⤴ Minimum 45-day 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 (Foundation Year) 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 finance:

- ⤴ **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

## T LEVEL

### BUSINESS MANAGEMENT AND ADMINISTRATION

### FINANCE

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

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

#### WHAT YOU'LL LEARN ON THIS COURSE

If you have a brain for business and love getting stuck into the details of planning and management, then our Business Management and Administration T Level could be perfect for you.

You'll learn about large organisational structures and their event management processes while learning how to project manage more effectively. We'll help you to develop your leadership skills, financial management awareness and planning strategies needed for modern day business. As well as all that, you'll also study topics including Business Context, Quality Compliance and Change Management.

#### WHAT YOU CAN DO WITH THIS T LEVEL

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

You can progress into roles such as:

- ↑ Secretary
- ↑ Admin Assistant
- ↑ Office Manager
- ↑ Personal Assistant
- ↑ Barrister's Clerk.

#### WHAT YOU'LL LEARN ON THIS COURSE

The financial services industry is one of the largest employers in the UK. It is a diverse industry covering areas such as banking, insurance, and wealth management. Money, protecting our assets and our future wealth are important to all of us. This is a fantastic industry with growing opportunities, calling for a variety of skills from its staff.

This course will help you develop an understanding of a broad range of issues relevant to the sector, including; the business environment, fundamentals of financial accounting, data driven innovation, analytics, design thinking and professionalism and ethics.

#### WHAT YOU CAN DO WITH THIS T LEVEL

This course is suitable for anyone interested in a career in finance.

You can progress into roles such as:

- ↑ Financial Services Customer Adviser
- ↑ Credit Controller
- ↑ Insurance Underwriter
- ↑ Bank Manager
- ↑ Credit Manager.



## FOUNDATION YEAR

### BUSINESS MANAGEMENT AND FINANCE

Level 2 | Certificate | Shena Simon campus | One year

#### ENTRY REQUIREMENTS

- ⤴ Five GCSEs at Grade 4 including English and maths
- ⤴ Attendance at our Jump Start programme.

#### WHAT YOU'LL LEARN ON THIS COURSE

You'll learn how businesses are structured whilst gaining valuable industry skills by studying the key areas that employers are currently looking for including organisational structures, event management, project management, leadership skills and finance as well as undertaking an industry placement.

#### WHAT YOU CAN DO WITH THIS QUALIFICATION

Upon successful completion of the Foundation Year, students can progress onto one of our Level 3 T Level courses the following year:

- ⤴ Business Management and Administration
- ⤴ Finance.

## HOW TO APPLY

To apply to any of our Level 3 T Levels and Level 2 Foundation Year programmes, visit [tmc.ac.uk](https://tmc.ac.uk).


Successful applicants will then receive more information on our Jump Start programme.

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

[industry-excellence.tmc.ac.uk/t-levels](https://industry-excellence.tmc.ac.uk/t-levels)


You can also hear from our students on what it's like to study a T Level at The Manchester College by watching our case study videos on our T Level You Tube playlist. Scan the QR code below to watch.




 The Manchester College

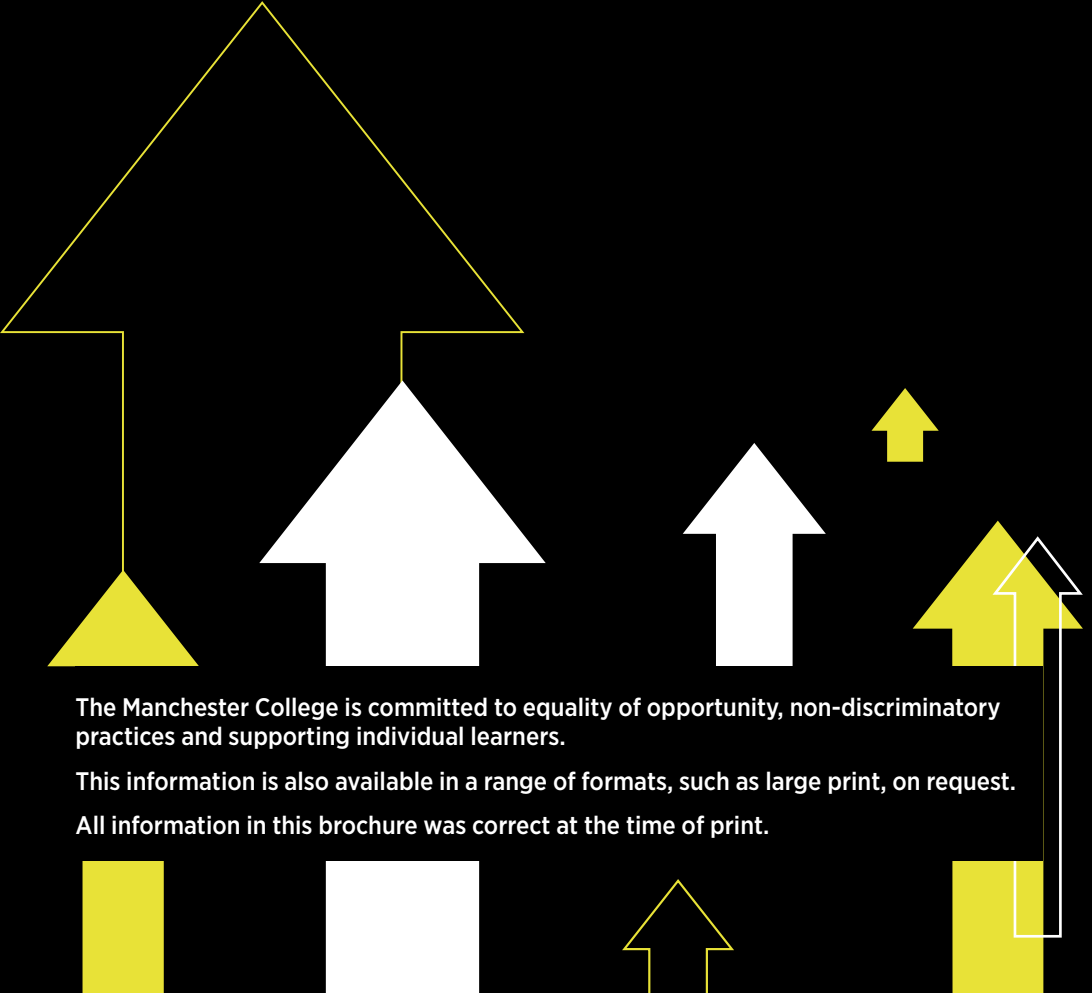
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 tmc.ac.uk

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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.