

Business Management and Administration

T Level

City and Guilds

T Level in Management and Administration (M&A) is an exciting new subject offering the opportunity to gain an understanding and develop core skills needed to work in a range of M&A occupations. It is a two-year Level 3 qualification, providing an alternative to an apprenticeship or an A Level in Business. It is equivalent to three A Levels.

Course Structure

T Level M&A comprises 80% classroom learning, and 20% industry placement. The industry placement will provide you with meaningful experience working within M&A roles. The T Level M&A is broken down into three main components:

- Core component: This is classroom-based in year one. It will help you to understand concepts, theories and principles.
- Occupational specialism: Learning related to the sector, its occupations and career pathways.
- Industry placement: you will spend at least 45 days working with an employer in a M&A role.

Skills & Knowledge

In T Level M&A, you will improve your application, analytical, communication and leadership skills. You will also develop the knowledge and personal abilities needed to succeed in M&A occupations. Additionally, you will learn to review data, observe patterns and draw logical conclusions. You will explore a diverse range of companies within the M&A sector as you cover topics such as: Business Context, People, Quality Compliance, Project, and Change Management.

Assessment

Each component is assessed. The core component is assessed through two externally set written exams in the summer of year one or the autumn of year two. The Employer-Set project set by the awarding body is undertaken in a classroom-setting. The Occupational-Set project is also undertaken in a classroom-setting, in the second year.

Opportunities & Enrichment

The industry placement offers prospects of developing core skills to secure a job in M&A. You will learn to apply theories and concepts in case-study scenarios, which overlap into many areas of our Enrichment Programme. For example, you can take part in the Book Club, Young Reporters, Debate Club, Economics Club or Student Union.

Future Careers & Pathways

M&A students progress to work in finance, marketing, human resources, retail and a host of other careers. For example, many students become accountants, bookkeepers, business managers, management analysts, and lecturers.

University pathways include Marketing, Business Management, Banking and Finance degrees, Events Management and Accountancy courses and many more.