

T-LEVELS

Start your career in Management and Administration with a T Level

Do you want a practical approach to learning with real on-the-job experience? This could be your next level qualification.



What are T Levels?

Designed with key employers, T Levels are a two-year programme choice that follow GCSEs and could give you a head start towards the career you want. It's a smart choice to start your business career and keeps your future options open.

Where can my T Level take me?

These qualifications ensure you'll have the skills and knowledge businesses want and prepares you for:

- Work
- Apprenticeships
- Higher Education

What's involved?

A T Level is made up of the following components:

Technical Qualification:

- Management and Administration core
- Occupational Specialisms

Industry Placement

Maths, English and digital skills, GCSE or Functional Skills Level 2

Overview of the Technical Qualification

To achieve the T Level Technical Qualification (TQ) in Management and Administration you'll need to complete the two components of the TQ. These are known as the Core component and the Occupational Specialism. You'll choose one of the three Occupational Specialisms to study alongside the Core component.

Core:



Assessed by two externally set and marked exams and an employer set project.

Occupational Specialisms:



Assessed by a practical assignment for each occupational specialism.

Is this T Level right for me?

Speak to your careers adviser to find out if this T Level is right for you.

Visit the government's website to learn more and find your nearest college offering this T Level course.
tlevels.gov.uk/students/find

Alternatively, learn more at:
i-l-m.com/tlevels
cityandguilds.com/tlevels/business

Developed by the industry for the industry

The Management and Administration TQ has been built with employers to make sure you get the skills needed for your next step.

These are some of the organisations who have supported the qualification development.

The industry placement

At the heart of the T Level is the valuable industry experience that will give you the edge over other learners who take a purely academic pathway.

You'll benefit from the opportunity to:

- Understand the world of work and start networking with potential future employers
- Put your studies into context and practice developing skills in a real work environment
- Gain the experience of being in a workplace setting that lasts at least 45 days
- Check this is the career you want to pursue
- Gain real experience to put on your CV and to talk about at an interview
- Potentially secure a job or apprenticeship with the employer after you have completed your T Level
- Attend your industry placement as day release, block release or a mixture of both. This could also be split across up to two employers.

Will my T Level attract UCAS points?

T Levels are a nationally recognised programme and have been allocated UCAS points. You must achieve at least an overall pass grade to receive UCAS points.

Here is an example of T Level grade structure alongside A Level.

UCAS tariff points	T Level overall grade	A Level equivalent
168	Distinction* (A* on the core and distinction in the Occupational Specialism)	AAA*
144	Distinction	AAA
120	Merit	BBB
96	Pass (C or above on the core)	CCC
72	Pass (D or E on the core)	DDD



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