

October 2021

**T-LEVELS**

 Institute for Apprenticeship  
& Technical Education

# T Levels – Management & Administration

## An overview for new providers

A City & Guilds Group Collaboration

# Using the webinar platform



**Send any questions in the question area throughout the webinar**



**All attendees will be set to mute**



**Webinar resources will be shared on our website shortly after**





# Who we are



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# Agenda

- Welcome
- Management & Administration pathway
  - Core
  - Occupational Specialisms
- Industry placements
- What next?
- Resources
- Opportunity for Questions



# T Level programme composition

1800 hours over two years. Achievement of T Level must include all components. UCAS points will be attached and the points will be equivalent to 3 A levels.

**Core**  
20-50% Total TQ time

**Graded** A\* - E

**Core 1** Concepts & theories

**Core 2** Transferable/Core skills

**Occupational specialism**  
50-80% Total TQ time

**Graded Pass/merit/distinction**  
Based on occupational maps  
No less than 50% of the total qualification planned time  
Threshold competency

**Assessment:**

- External exams
- Substantial employer set project

**Assessment:**

- Synoptic practical assignment(s)

**Industry Placement**  
315-420 hours  
Min 45-60 days

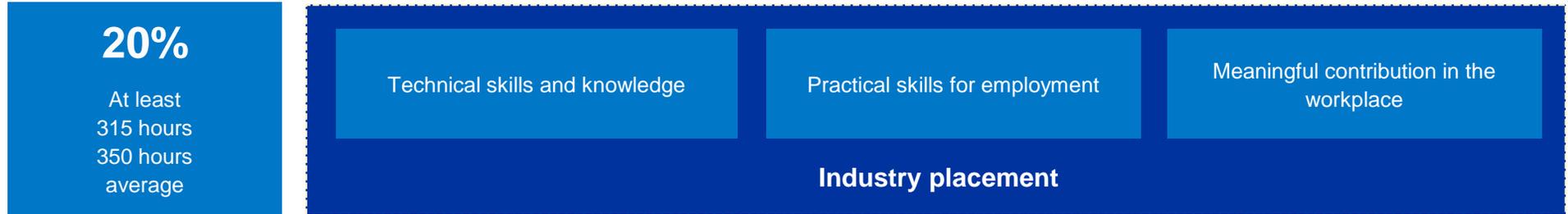
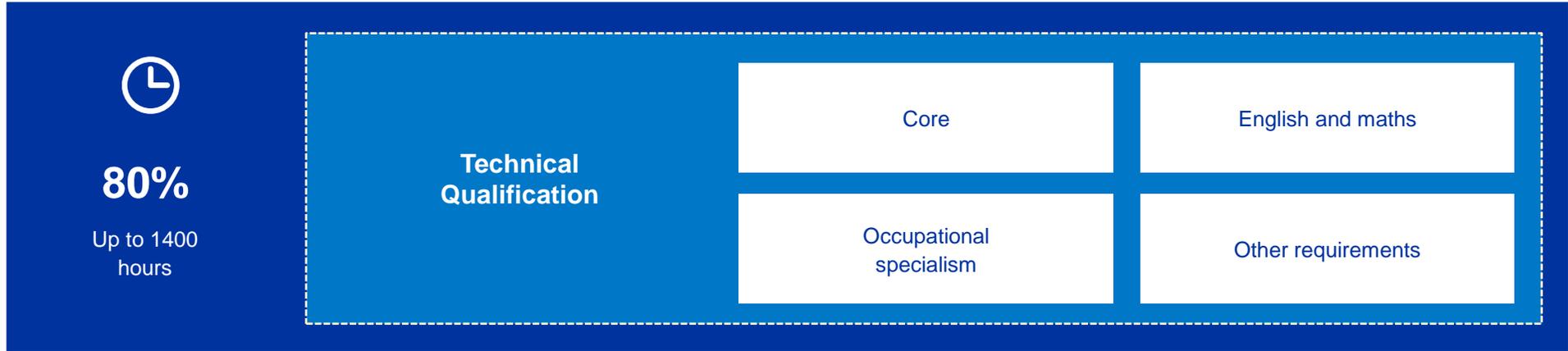
**Maths and English**  
GCSE or Functional Skills Level 2

**LTP**  
(other requirements set by  
T Level panel)

**Employability, enrichment & pastoral (EEP)**

# The T Level Course

2 years



# Technical Qualification overview for Business and Administration

## Business and Administration Core component



Learners must complete;

- **Business and Administration core**
- **one occupational specialism**

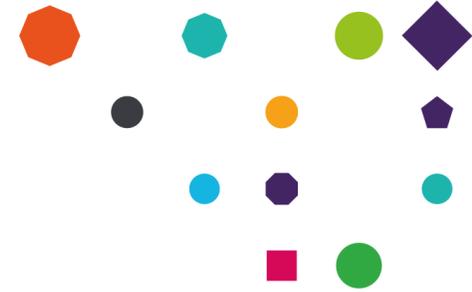


# Technical Qualification - Core

Key areas covered:

1. Business Context
2. People
3. Quality & compliance
4. Finance
5. Policies and Procedures
6. Project and Change Management
7. Business Behaviours





# Business Improvement Occupational Specialism

Direct links to Improvement Technician apprenticeship standard

Key areas this OS covers:

- Acquiring data to support the improvement process
- Analyse data to identify opportunities for improvement
- Engage stakeholders in discussions on business processes and improvement
- Identify, propose and plan solutions for improvement
- Monitor and report the implementation of business improvement activities

The screenshot shows the website for the Institute for Apprenticeships & Technical Education. The page is titled 'IMPROVEMENT TECHNICIAN' and provides an overview of the role, details of the standard, and an occupation profile. A sidebar on the right contains key information such as status, level, reference, version, and funding details.

**Institute for Apprenticeships & Technical Education**

Search... [Search icon]

NewsHub [YouTube icon] [LinkedIn icon] [Twitter icon]

About | Ensuring quality | T Levels | Higher technical qualifications | Developing apprenticeship standards | Apprenticeship standards

Search the Apprenticeship Standards > Improvement technician

## IMPROVEMENT TECHNICIAN

**Overview of the role**

Responsible for delivery and coaching of improvement activity within an area of responsibility.

**Details of standard**

**Occupation profile:**

Improvement Technicians are responsible for delivery and coaching of improvement activity within an area of responsibility, often associated with Lean and Six Sigma methodologies. They can be found across all industry sectors and functions including automotive, banking, engineering, food products, IT, property, retail, telecoms etc.

Typically, Technicians work as a member of an operational team to resolve problems - preventing re-occurrence, engaging others in issues affecting them and to support the improvement of performance. Typical activities include:

**Status:** Approved for delivery ✓

**Level:** 3

**Reference:** ST0193

**Version:** 1.0

**Approved for delivery:** 27 February 2018

**Route:** Business and administration

**Typical duration to gateway:** 14 months (this does not include EPA period)

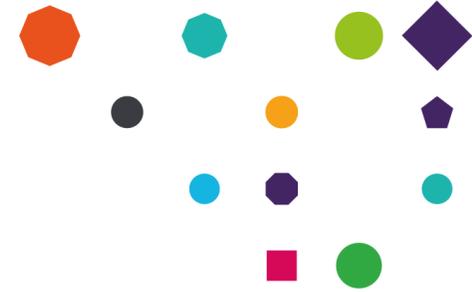
**Maximum funding:** £4000

**Trailblazer contact(s):**

felicity.fashade@baesystems.com

**Employers involved in creating the standard:**

BT Group Plc, Toyota Motor Manufacturing (UK) Ltd, Capella Associates, Chartered Quality Institute, International Automotive



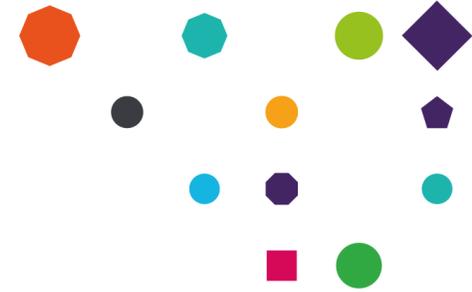
# Team Leadership/Management Occupational Specialism

Direct links to Team Leader or Supervisor standard

Key areas this OS covers:

- Lead, manage and develop individuals and teams to deliver outcomes
- Build relationships with colleagues, customers and stakeholders
- Deliver core operational tasks and plans
- Manage and implement projects
- Apply governance and compliance requirements

The screenshot shows the website for the Institute for Apprenticeships & Technical Education. The page is titled 'TEAM LEADER OR SUPERVISOR'. It features a navigation menu with options like 'About', 'Ensuring quality', 'T Levels', 'Higher technical qualifications', 'Developing apprenticeship standards', and 'Apprenticeship standards'. A search bar is present at the top. The main content area includes a notice about Covid-19 guidance, an 'Overview of the role' section with the text 'Managing teams and projects to meet a private, public or voluntary organisation's goals.', and a 'Details of standard' section. On the right side, there is a sidebar with key information: Status: Approved for delivery, Level: 3, Reference: ST0384, Version: 1.2, Date updated: 25/06/2020, Approved for delivery: 1 June 2016, Route: Business and administration, Minimum duration to gateway: 12 months, Maximum funding: £4500, and Trailblazer contact(s): sarah.bishop@cabinetoffice.gov.uk and Anne.Thomas@serco.com.



# Business Support Occupational Specialism

Direct links to Business Administrator apprenticeship standard

Key areas this OS covers:

- Support the running of the organisation
- Organise and prioritise workloads and processes
- Recommend and deliver improvements to business practices
- Build and maintain positive internal and external stakeholder relationships
- Manage the business information flow

The screenshot shows the website for the Institute for Apprenticeships & Technical Education. The page is titled 'BUSINESS ADMINISTRATOR' and includes a search bar, navigation menu, and a detailed overview of the standard. A pink warning box at the top states: 'Flexibilities agreed that are in line with the Covid-19 guidance on our website. Due to Covid-19, it has been agreed that all methods of assessment can be delivered remotely. All adaptations need to be approved by the standards EQA provider and meet the Covid-19 guidance on our website.' The overview section describes the role as 'Supporting and engaging with different parts of the organisation and interact with internal or external customers.' The right-hand side of the page lists key details: Status: Approved for delivery, Level: 3, Reference: ST0070, Version: 1.0, Date updated: 16/07/2020, Approved for delivery: 18 September 2017, Route: Business and administration, Typical duration to gateway: 18 months (this does not include EPA period), Maximum funding: £5000, Trailblazer contact(s): tom.j.pearce@uk.gt.com, and Employers involved in creating the standard: Grant Thornton UK LLP, BT, Npower, Federation of Small Businesses, Peter Jones.

# Assessment contribution – CORE & OS

The overall assessment weighting for the core and the occupational specialism is 50:50.

	Core	Occupational Specialism
	50%	50%
<b>GLH</b>	600	520 – 549
<b>Grade</b>	A*-E	P/M/D

Assessment - CORE	Overall contribution
Core examination 1	30%
Core examination 2	30%
Employer-set project	40%





# Provisional GLH allocation to CORE exams

<b>Paper 1</b>	<b>Provisional Guided Hours allocated</b>
Section 1 Business Context	125
Section 2 People	90
Section 7 Business Behaviours	45
<b>Total provisional GLH</b>	<b>260</b>
<b>Paper 2</b>	
Section 3 Quality and Compliance	50
Section 4 Finance	60
Section 5 Policies and Procedures	45
Section 6 Project and Change Management	95
<b>Total provisional GLH</b>	<b>250</b>



# Industry Placement

- Every T Level includes an industry placement
- Minimum of 315 hours (approximately 45 days) but can last longer.
- Employers can offer [industry placements](#) as they see fit
- Providers will ensure learners have an industry placement and will support employers offering industry placements.
- This will include assistance with the necessary paperwork, a careful planning process and support with designing the industry placement.

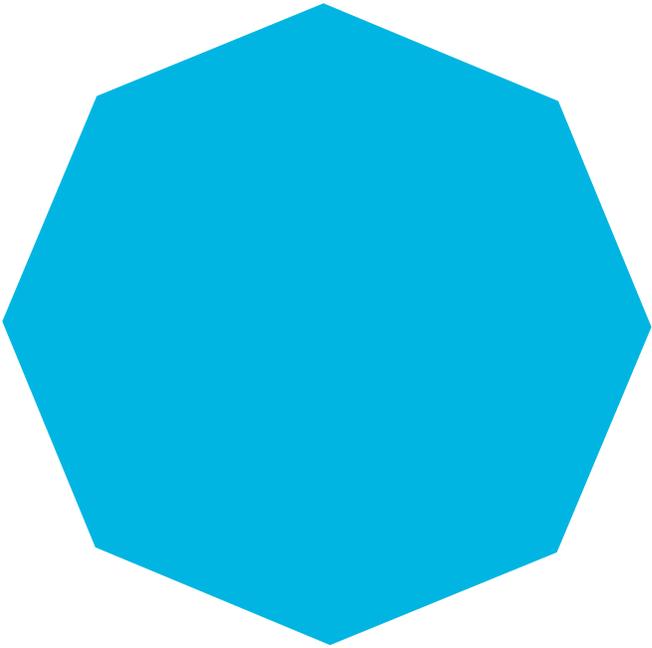
Take a look at Government guidelines [here](#)

# Industry Placement support – AOC website

<https://www.aoc.co.uk/ip-guidance-resources>

- For providers ‘How to’ guidance
  - Before placements
  - For students
  - During placements
- Tools and templates
  - Employer engagement
  - Before placements
  - During placement
  - Post placements
  - For employers





# Specification Content

<https://www.cityandguilds.com/tlevels/business>





# Coming soon..

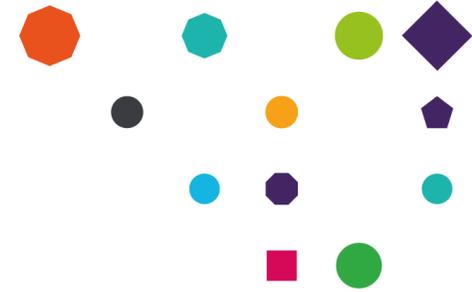
**Resource development**

**Curriculum planning support**

**Workshops for**

- **Core (including Employer Set Project)**
- **Occupational specialisms**

**Teaching and Learning support for exam components**



# 12-month countdown timeline for providers



## 12-month countdown timeline for providers

### T Level Technical Qualification in Management and Administration

City & Guilds and ILM are developing the T Level Technical Qualification (TQ) in Management and Administration, which will be available for first teaching from September 2022 - available in England only.

#### Key dates for your diary

September '21	October '21	November '21	December '21
<p><b>September</b></p> <p>Quarterly e-bulletin published</p>	<p><b>October</b></p> <p>Refresher webinar for 2022 providers</p>	<p><b>November</b></p> <p>Familiarisation event to provide an update on the core content and high-level assessment overview</p>	<p><b>December</b></p> <p>Quarterly e-bulletin published</p>
<p><b>September</b></p> <p>HEI guide and learner flyer published on the website</p>	<p><b>October</b></p> <p>Familiarisation events to provide high level overview of the TQ</p>		

January '22	February '22	March '22	April '22
<p><b>January</b></p> <p>Familiarisation event to provide an update on the Occupational Specialisms content and high-level assessment overview</p>	<p><b>February</b></p> <p>Curriculum planning events</p>	<p><b>March</b></p> <p>Quarterly e-bulletin published</p>	<p><b>April</b></p> <p>Teaching and learning events to update on new resources and support available</p>
<p><b>January</b></p> <p>Approvals support webinar</p>	<p><b>February</b></p> <p>Two-year sample curriculum planners published on the website</p>	<p><b>March</b></p> <p>Introduction to the TQ Associates</p>	<p><b>April</b></p> <p>Regional network events</p>
	<p><b>February</b></p> <p>Approvals application opens on Monday 28 February</p>	<p><b>March</b></p> <p>'Ask a T Level expert' drop-in session</p>	
	<p><b>February</b></p> <p>'Ask a T Level expert' drop-in session</p>		

#### How to contact us

E: [technical.quality@cityandguilds.com](mailto:technical.quality@cityandguilds.com)  
 T: Monday to Friday | 0300 303 5352  
 W: [i-l-m.com/tlevels](http://i-l-m.com/tlevels)  
[cityandguilds.com/tlevels/business](http://cityandguilds.com/tlevels/business)



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Click [here](#) to download the full document



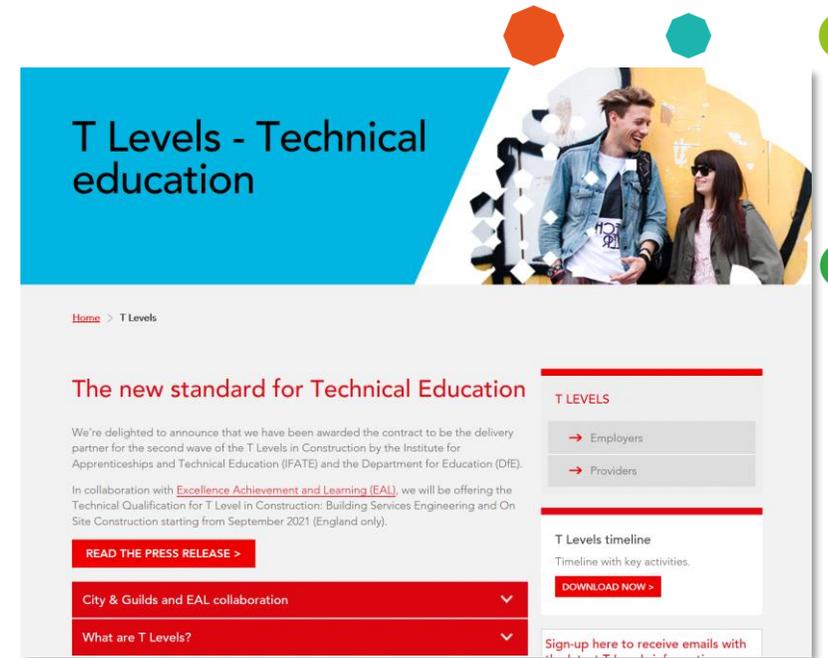
# Support & Guidance

## Ready to Support eligible providers and stakeholder engagement

- Updated webpage for T Levels
- Timeline
- Provider focus groups/curriculum planning
- Employer Industry Boards
- e-bulletins
- Specification
- Dedicated Technical Advisors

<https://www.cityandguilds.com/tlevels/providers>

## DFE resources



**Engineering and Business T Levels timeline 2020-2022**

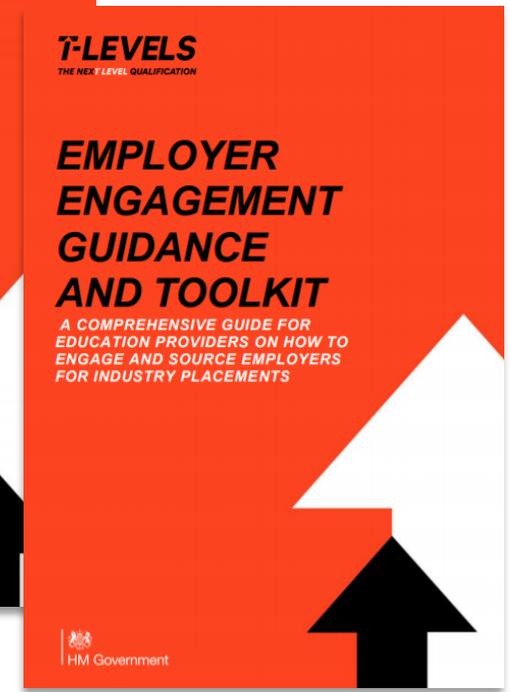
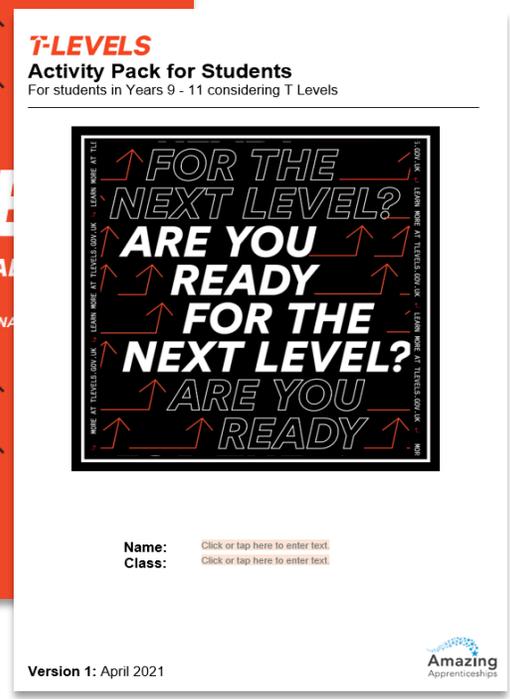
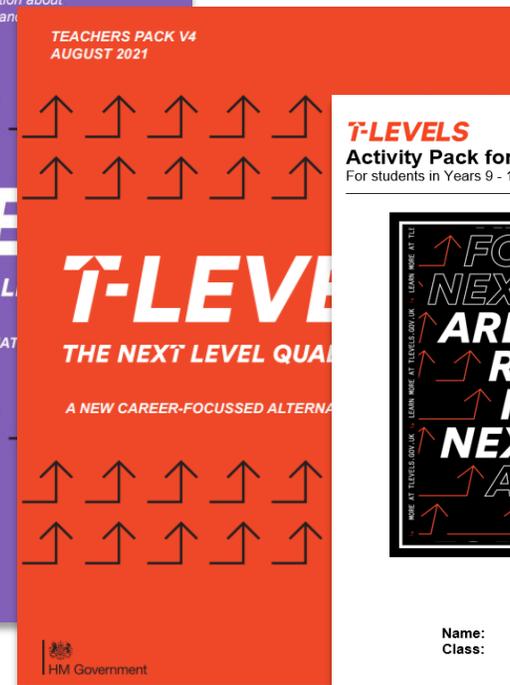
City & Guilds: [cityandguilds.com/tlevels](https://www.cityandguilds.com/tlevels)  
Walled Garden: [walled-garden.com](https://www.cityandguilds.com/tlevels/walled-garden)

2020				2021	
September	October	November	December	January	February
	<b>News update news 2</b> T Levels test assessment (England only)	<b>Launch webinar</b> Provider webinar	<b>Technical Qualification development</b> T2 development phase - employer and provider validation panels	<b>Provider webinar</b> Content review webinar for final draft documents	<b>Feedback</b> T Levels assessment activities for providers, learners and parents
	<b>What you need to know one</b> Content review webinar Checklist for assessment centres	<b>Start development of Technical Qualification</b> Technical Qualification (TQ) development phase - employer and provider content applications		<b>Headliner</b> Quarterly e-bulletin T2 development phase - employer and provider validation panels	<b>Technical Qualification development</b> T2 development phase - employer and provider validation panels
2021					
March	April	May	June	July	August
<b>Webinar</b> Feedback on the TQs to Engineering and Business	<b>Technical Qualification development</b> T2 development phase - Draft documents shared with providers	<b>Quality approval preparation</b> Provider webinar - to support approval process	<b>Update events</b> Provider support network - delivered by technical experts and industry partners	<b>T2 development phase</b> Provider support network - aligned by technical experts and industry partners	<b>Quality approval</b> Provider webinar - to support approval process
<b>Technical Qualification development</b> T2 development phase - employer and provider validation panels	<b>Headliner</b> Quarterly e-bulletin	<b>Technical Qualification development</b> T2 development phase - employer and provider validation panels	<b>Technical Qualification development</b> T2 development phase - final employer and provider validation panels	<b>Headliner</b> Quarterly e-bulletin	
				<b>Technical Qualification submission to OFQUAL/RAE</b> Final stage of TQ submission	

If you have any questions please contact us: [E: Technical.quality@cityandguilds.com](mailto:Technical.quality@cityandguilds.com)  
T: 0200 303 5352

September 2020

# Free promotional material from the Department for Education



October 2021

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Questions?  
Thank you for attending

October 2021

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