

# T Levels – a provider update

13 April 2021

## Management and Administration



# 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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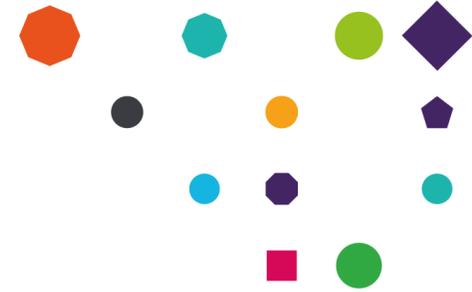


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# Agenda

- Welcome
- Background to the Management & Administration T Level
- The development of the Management & Administration T Level
- Progression for learners
- Opportunity for Questions





# What are T Levels and Technical Qualifications?



T Levels will become **1 of 3** major options when a student reaches Level 3

## Key principles

To ensure the skills system responds to the changing labour market, employers, providers and other partners need to be involved in both design and delivery.

**Co-creation:** shaping occupational standards and designing wider T Level content.

**Co-delivery:** employers offering industry placements to T Level students so they can apply the knowledge and skills they have learnt in college.

# 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

Assessment:

- External exams
- Substantial employer set project

## 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:

- Synoptic practical assignment(s)

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

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

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

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



# Industry placement

Every T Level includes an industry placement with an employer focused on developing the practical and technical skills required for the occupation. These will last a minimum of 315 hours (approximately 45 days) but can last longer.

Employers can offer industry placements as a block, day release or a mix of these, and can discuss sharing part of the placement with another employer if necessary.

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.

The Education and Skills Funding Agency (ESFA) and National Apprenticeship Service (part of ESFA) are working with employers and providers on industry placements.



# Technical Qualification overview for Business

## Business & Administration Core component

Pathway: Management and Administration

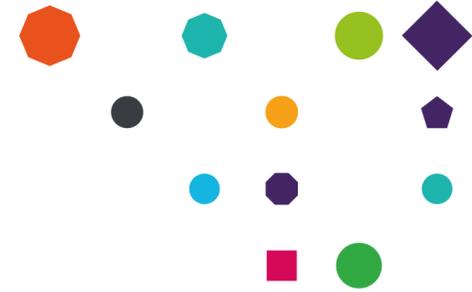
Business  
improvement

Team  
leadership &  
management

Business  
support

**Learners must complete;**

- Business & Administration core
- one occupational specialism



# 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. The role is described as being responsible for delivery and coaching of improvement activity within an area of responsibility. The standard is approved for delivery and has a typical duration to gateway of 14 months. The occupation profile states that 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:

- 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

Additional information from the screenshot:

- 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

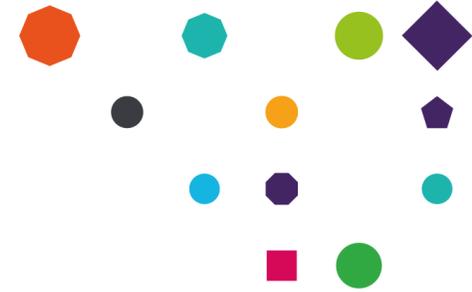
# Team Leadership/Management Occupational Specialism

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' and provides detailed information about the standard. A pink box contains a warning message: '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 right-hand side of the page lists key details: Status: Approved for delivery (checked), 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 (this does not include EPA period), Maximum funding: £4500, Trailblazer contact(s): sarah.bishop@cabinetoffice.gov.uk and Anne.Thomas@serco.com, and Employers involved in creating the standard: Serco, Cabinet Office, etc.



# 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 role. A pink warning box indicates that due to Covid-19, all methods of assessment can be delivered remotely, but adaptations need approval from the standards EQA provider.

**Institute for Apprenticeships & Technical Education**

Search... [magnifying glass 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 > Business administrator

## BUSINESS ADMINISTRATOR

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](#).

**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

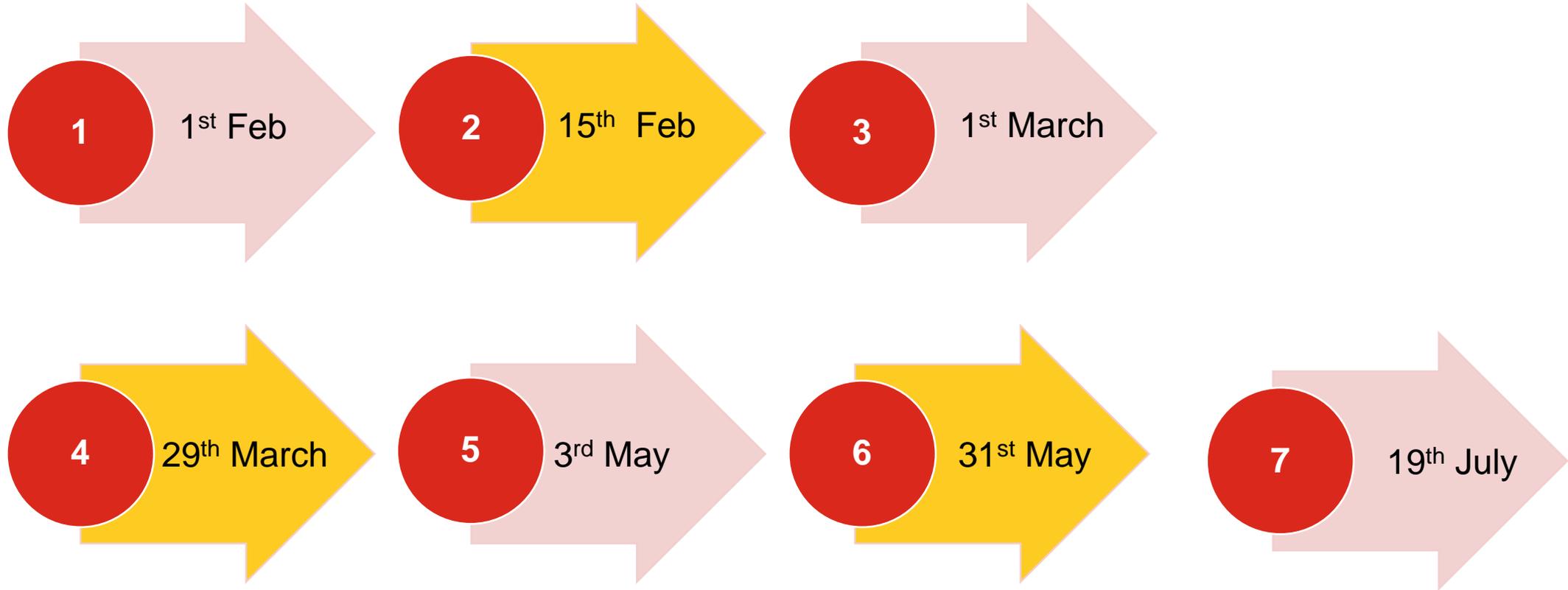
**Employers involved in creating the standard:**  
Grant Thornton UK LLP, BT, Npower, Federation of Small Businesses, Peter Jones

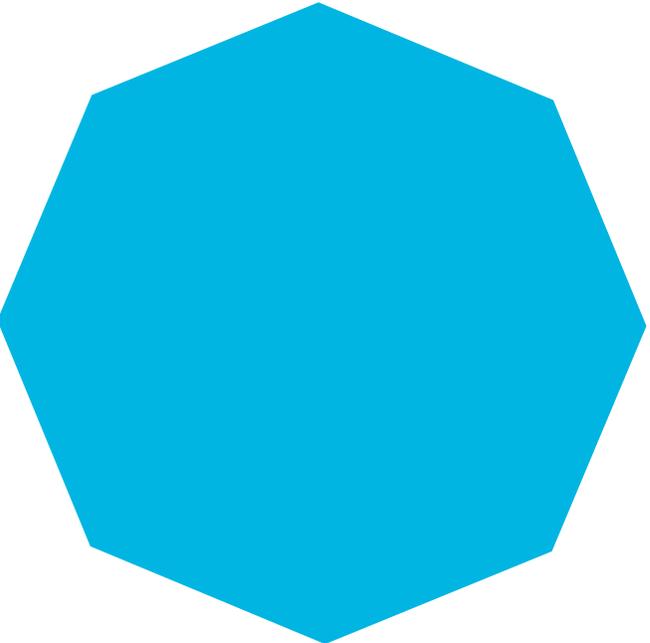
### Overview of the role

Supporting and engaging with different parts of the organisation and interact with internal or external customers.



# Key Milestones for TQ Development





# Specification Content

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

# Coming later in the year.....





# Coming soon..

**Ongoing review and validation of specification and assessments**

**Resource development**

**Curriculum planning support**

**Workshops for**

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

**Teaching and Learning support for exam components**

# Progression for learners on completion of their T Level



## Management and Administration Pathway

### Technical Occupations

#### Administrator

Co-ordination, management and delivery of specific business processes and also their direct provision to users

- Business Administrator (L3)
- Electoral Services Officer (L3)
- Improvement Technician (L3)
- Leisure Duty Manager (L3)
- Library, Information & Archive Services Assistant (L3)
- Public Sector Compliance Investigator & Officer (L3)
- Public Service Operational Delivery Officer (L3)
- Team Leader or Supervisor (L3)

### Higher Technical Occupations

#### Business Manager

Lead and manage a project (business/process improvement), business support services and/or run a practice using the full range of business systems, procedures and accounting practice. Includes the ability to set-up and develop a new business

- Associate Project Manager (L4)
- Community Energy Specialist (L4)
- Corporate Responsibility & Sustainability Practitioner (L4)
- Dental Practice Manager (L4)
- Improvement Practitioner (L4)
- Improvement Specialist (L5)
- Information Manager (L4)
- Junior Management Consultant (L4)
- Operations or Departmental Manager (L5)
- Policy Officer (L4)
- Quality Practitioner (L4)
- Regulatory Compliance Officer (L4)
- Revenues and Welfare Benefits Practitioner (L4)
- School Business Professional (L4)
- Veterinary Practice Manager

### Professional Occupations

#### Management Professional

Leader of a business process and/or unit requiring the ability to analyse and improve complex business-wide processes and risks. Also includes the ability to provide a full range of company legal and financial knowledge relevant to running a company

- Asset Management Professional (L7)
- Chartered Manager (degree) (L6)
- Company Secretary
- Improvement Leader (L6)
- Management Consultant
- Operational Research Specialist (L7)
- Project Manager (integrated degree) (L6)
- Senior Leaders Masters Degree (L7)
- Systems Thinking Practitioner (L7)

# How will T Levels be graded?



- A nationally recognised certificate to show their overall grade and a breakdown of what they have achieved.
- An overall grade of Pass, Merit, Distinction or Distinction\*.

The T Level certificate will also include:

- a separate grade for the core component, using A\* to E
  - a separate grade for each occupational specialism, shown as pass, merit or distinction
  - grades for maths and English qualifications (if required)
  - completed the industry placement
  - met any additional mandatory requirements
- Learners who do not pass all elements of their T Level will get a T Level statement of achievement which will show the elements they have completed.
  - City & Guilds will not be issuing certificates.

# UCAS Points and T Level Grading



Fig.1.DfE grading of core, occ specialism overall T Level grade

		Occupational Specialism Grade		
		Distinction	Merit	Pass
Core Component Grade	A*	<b>Distinction*</b>	<b>Distinction</b>	<b>Distinction</b>
	A	<b>Distinction</b>	<b>Distinction</b>	<b>Merit</b>
	B	<b>Distinction</b>	<b>Merit</b>	<b>Merit</b>
	C	<b>Merit</b>	<b>Merit</b>	<b>Pass</b>
	D	<b>Merit</b>	<b>Pass</b>	<b>Pass</b>
	E	<b>Pass</b>	<b>Pass</b>	<b>Pass</b>

Fig.2 UCAS points

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



# HEI Engagement

City & Guilds has relationships with:

- University of Vocational Awards Council (UVAC)
- Russell Group Qualifications Network
- UCAS – broad understanding of UCAS tariffs and entry requirements, and how the different grading systems align to traditional academic GCEs
- Universities heads of admissions, admission managers and teams, academics and OVCs
- Institute of Education –University College London (UCL)

The logo for the University of Vocational Awards Council (UVAC), featuring the letters 'UVAC' in a bold, red, sans-serif font.

The logo for the Russell Group, featuring the words 'RUSSELL' and 'GROUP' stacked vertically in a bold, black, serif font.

The logo for UCAS, featuring the letters 'UCAS' in a bold, black, sans-serif font, with a red triangle above the 'A'.

The logo for the Institute of Education at UCL, featuring a blue rectangle with a white building icon and the letters 'UCL' in white, with 'Institute of Education' written in blue below it.

The logos for City &amp; Guilds and ilm. City &amp; Guilds is on the left with a red lion logo, and ilm is on the right with a yellow sun logo.



# Higher Education

## Management & Administration T Level

- Involved HE providers early
- Formed a Higher Education Representative Group of academics delivering the relevant degree courses most aligned with the occupational specialisms.
- Recognising that employers and providers are keen to have validation from HEI's
- Selected universities based on their Business degree courses offered at levels 5 and 6 that mapped to the occupational maps
- Role of the group
- Feedback



# Supporting progression

- Work with universities to produce progression mapping pathways using the occupational maps.
- Promote pathways and awareness through organisations I work with
- Carry out a piece of work for admissions raising awareness supported by validation from HEIs. Discussion entry requirements
- Promote universities providing progression opportunities through City & Guilds website (document produced for Technicals) [progressing to university](#). Resources showing progression pathways
- Wider piece of work communicating information to providers



**We need consultants to help us develop the Technical Qualification.**

**We need subject matter experts**



# Get Involved-Make a difference

It is critical for the success of T levels that we ensure the Technical Qualification (TQ) is fit for purpose, aligns to employer needs and allows progress for a young person to make informed choices.

We need employers, providers with specific specialist knowledge to get involved, be part of the future. See it shape to meet the needs of the sector but ensure its manageable to deliver and supports the new landscape and vision within the echo system of Technical Education.

You can get involved in:

- Writing content
- Developing assessment materials
- Reviewing
- Validation



# Working with us

We're keen to work with sector specialist groups, we value your input and want to understand the best ways of working with you.

- We can be flexible with dates and means of communicating, we just want to ensure your input is gained.
- *Under current circumstances our development is completed virtually.*

Get in touch, send an email to:

- **[qualdevelopment@cityandguilds.com](mailto:qualdevelopment@cityandguilds.com)**

# Support & Guidance

## Ready to Support eligible providers and stakeholder engagement

- Updated webpage for T Levels
- Timeline
- Provider focus groups
- Employer Industry Boards
- e-bulletins
- Draft specification
- Dedicated Technical Advisors

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



# Questions answers

# Thank

4/13/2021

# you

