

VENUE AND DURATION OF COURSE:

John Ruskin College, Selsdon Park Road, Croydon CR2 8JJ, 2 years, Full-time.

ENTRY REQUIREMENTS:

5 GCSE grade 9-4 including English, Maths or BTEC Level 2 Diploma /Extended Certificate Distinction in Business.

All applicants will have an interview and applicants may also be required to take a literacy and numeracy assessment. The qualification will suit you if you have some idea of industry you may wish to pursue within in a management and administration sector.

WHAT QUALIFICATIONS WILL I GET?

T Levels will equip you with the skills and knowledge to prepare you for the world of work, having been designed with over 250 employers including Fujitsu and Amazon.

- T Levels are a 2 year nationally recognised qualification, equivalent to 3 A levels.
- You will spend around 80% of the time in a classroom environment and 20% in an industry placement.

COURSE DESCRIPTION:

The course will help you gain the skills, knowledge and experience to progress into a variety of business sector careers. You will examine topics such as organisational culture, governance in business, project and change management, business behaviours and social communication styles as well as quality and compliance measures in public and private sectors. You'll also spend 9 weeks minimum working with an employer on an industry placement.

The qualification is split into 2 main parts:

Part 1. Core Component (Year 1)

- Two externally set exams (2.5 hours per paper)
- One externally set project (25 hours)

UNITS/TOPICS COVERED:

Students will learn about the following topics covering your knowledge and understanding of concepts, theories and principles as well as core skills needed for Management and Administration industry roles:

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

Part 2. Occupational Specialism: Business Support (Year 2)

The occupational specialism develops the needed knowledge and skills required to enter employment or further studies. This specialism will help learners build essential cores skills, linked to operational processes, applying prioritising skills to support time management, considering ways to optimise business practices, developing effective communication skills as well as managing the flow of information within an organisation.

TYPE OF ASSESSMENT:

You'll be assessed through a variety of methods including exams, practical projects set by employers, case studies, presentations and externally examined coursework tasks.

The overall grade is subject to completion/achievement of all T Level requirements, not just the components of the technical qualification. You will also be required to complete 315 hours of a relevant industry placement.

Year one includes:

Two externally set exams covering knowledge from the Management and Administration core content. The exams consist of a mixture of short answer questions, some of which will be structured as well as extended responses.

One employer-set project covering knowledge and skills from the Management and Administration core content. The employer-set project will consist of a real industry-style brief and will require the use of maths, English and digital skills. The brief will require you to demonstrate your knowledge and understanding of the core content and needed skills to solve relevant business situations and problems.

Year two includes:

One occupational specialism, typically Business Support. This assessment will feature a series of holistic practical tasks. They will take place over an approximate three-month assessment window.

EQUIPMENT NEEDED:

- Pens
- Paper
- Notepad
- Folders

WHERE CAN IT LEAD?

The jobs available to the students will be based on their individual abilities in the business sector and will be supported by their achievement of this qualification. Following successful completion of this T level, you could go on to a career in:

- Business Administrator
- Supervisor
- Admin Assistant
- Sales Administrator
- Office Manager
- Civil Service Officer
- Court Administrator
- Manufacturing Supervisor

This T Level can also lead to a related higher-level apprenticeship or a higher level of study such as university.

COURSE FEE:

If you are under 19 on 31/08/2025, tuition is free. If you are 19 or over, please consult Client Services for advice and guidance on funding and eligibility. Please be aware that there may be additional costs for equipment and educational visits. This information will be available from the curriculum staff at interview.

WHAT TO DO NEXT:

If you have any outstanding queries please contact our Client Services team on 020 8651 1131 or at clientservices@johnruskin.ac.uk.

To apply online for this course please visit www.johnruskin.ac.uk.

Disclaimer:

Every effort has been made to ensure that the details contained in this leaflet are up-to-date and accurate at the time of printing. However, the College reserves the right to alter or cancel courses, their content, entry requirements, fees or other details should circumstances dictate.

Should you require this leaflet in a different format please contact Client Services on 020 8651 1131.