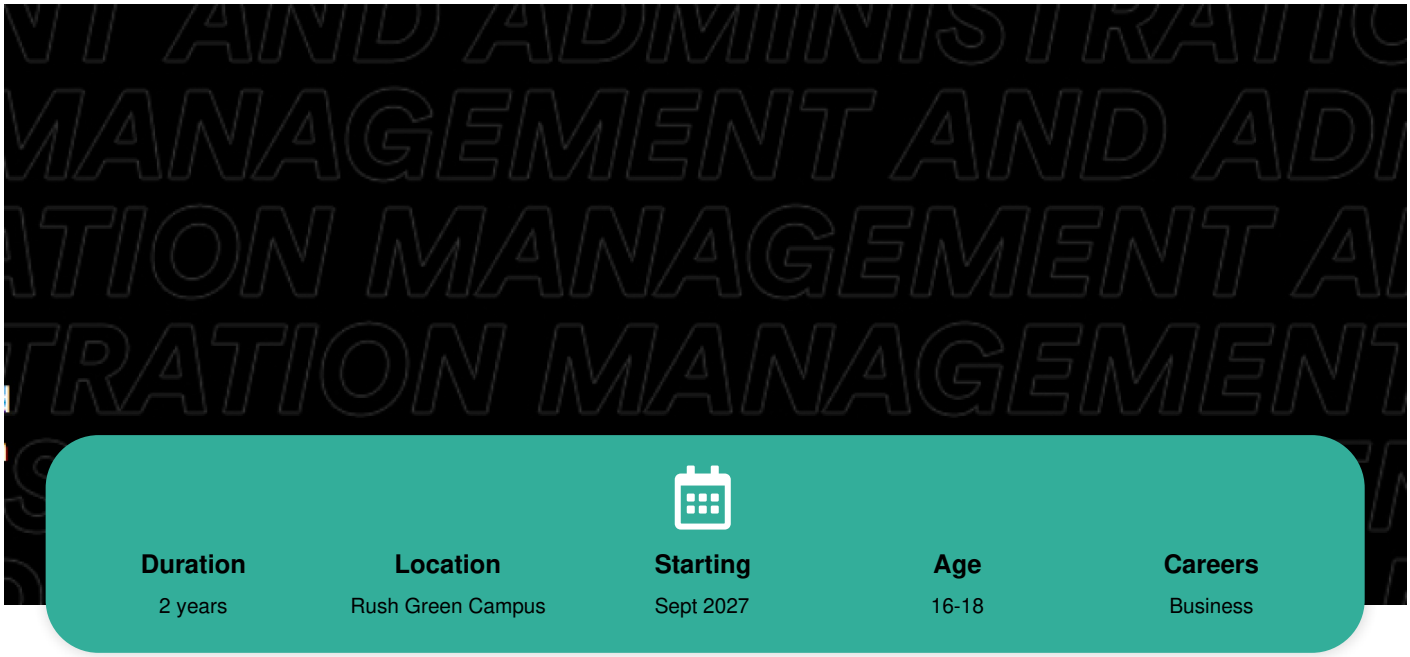
Level 3

Management and Administration - Business Support

T Level



Duration	Location	Starting	Age	Careers
2 years	Rush Green Campus	Sept 2027	16-18	Business

Course fees per year

AGE 16-18

FREE

Contact us to discuss what Financial support is available.

Overview

This 2-year programme, will give you the core knowledge and skills that are needed for entry to a range of management and administration occupations.

You'll develop a broad understanding of the business and administration sector, including project management, organisational cultures, business behaviours, stakeholders and quality issues.

You'll then dive deeper into business support to build your specialist knowledge.

As with any T Level, this course includes 9 weeks minimum, working with an employer on an industry placement.

T-LEVELS
THE NEXT LEVEL QUALIFICATION

What you'll learn

You will develop an understanding of a broad range of issues relevant to the sector, including:

- business context – an overview of organisational cultures and values, different types of internal and external stakeholder, different forms of governance and the impact of organisations on society and the environment
- project and change management – an understanding of the common change management theories and models and how to support and improve projects
- business behaviours – the importance of good communication and adapting social communication styles to professional standards and according to purpose, medium and audience
- quality and compliance – the importance of maintaining and improving quality in all aspects of public and private sector organisations

You will then specialise with a specific module related to Business Support.

Assessments / Exams

This course is assessed through a blend of examinations and employer-set project-based assessment on real industry employer briefs for core and occupational specialism units.

Entry requirements

You will need to have GCSE Maths, English Language and two additional subjects at grade 4 (C) or above.

As part of the application process you will also be asked to explain why you want to study this course, so that we can ensure any course offer made aligns to your career goals.

Our teaching staff

You'll be taught but industry experienced professionals who are passionate about helping students to achieve their full potential.

What this course leads to

This course is suitable for anyone interested in a career in management and administration.

Career options might include working as a business improvement coordinator, team leader or project support.

Students can also use this T Level to progress to a related higher-level apprenticeship or course of study at a higher level.

Visit this course on our website: *https://barkingdagenhamcollege.ac.uk/find/courses/0000011388*

For further information please contact the college: *https://barkingdagenhamcollege.ac.uk/contact*