Working together to transform lives

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T Level in Business: Management and Administration



Subject Area	Business
Course Type	School Leavers
Study Level	Level 3
Delivery Mode	Full-time
Duration	2 Academic Years
Start Date	September 2027
Course Code	PA000122

View on **bradfordcollege.ac.uk**

Course Summary

Are you interested in a career where you can manage projects, lead teams, and make important business decisions?
This T Level is designed to give you the skills and knowledge needed for a successful career in management. You'll learn about business operations, project management, and effective communication, combining classroom learning with practical experience.
This course will help you build the essential skills to succeed in a range of management and administrative roles within different industries.

Why choose a T Level?

- New T Level Business Facilities – Make use of our newly updated T Level business facilities, designed to provide a realistic environment for you to practice what you've learned in class.
- Real-World Experience – Gain valuable industry experience through practical assignments and placements, helping you stand out to employers.
- Career-Focused Learning – Learn skills and knowledge directly relevant to the business world, preparing you for a successful career in management or

administration.
- Wide Range of Opportunities – Open doors to various sectors, from retail and finance to healthcare and beyond.

Is this course for me?

- Do you enjoy problem-solving and working with people?
- Are you interested in developing practical skills in business management and administration?
- Do you want to learn how businesses operate and gain real work experience?
- Are you excited about taking on leadership roles in the future?

If you said 'yes', then this is the perfect course for you! Apply now and kickstart your business journey today.

What You Will Learn

Skills you'll develop:

- Principles of Management & Administration – Understand the key concepts behind management and administration, and how they apply across different industries.
- Business Operations & Strategy – Analyse business operations and learn how to create strategies that improve performance.
- Project Management Skills – Learn how to plan, manage, and monitor projects successfully using key project management techniques.
- Leadership & Teamwork – Develop leadership abilities and the skills to work effectively as part of a team.
- Financial Management Basics – Understand financial principles and how they influence business decisions.
- Hands-On Project – Complete a final project that brings together all your management and administration skills in a real-world setting.

Modules

Core modules:

- Principles of Business and Management
- Financial Planning & Analysis
- Marketing & Branding
- Project & Change Management Essentials
- Sustainability and Ethical Business

Specialist Pathway – Team Leadership & Management:

- Understanding leadership styles.
- Building and managing high-performing teams.
- Effective communication and conflict resolution.

Entry Requirements

5 GCSEs including Maths and English Language at a grade 5 or above.

Work Experience

Learn and grow in real business environments!

T Level students must complete a 45-day industry placement, where you'll dive into the world of work and gain the skills employers are looking for. You will:

- Get hands-on and work on real projects.
- Boost your confidence and learn how to plan tasks, meet deadlines, and make smart decisions.
- Collaborate with professionals and see how great ideas come to life when people work together.
- Understand how to maintain a safe and productive work environment.
- Be part of a workplace that values diversity and promotes equality.

With this industry placement, you'll have hands-on experience to showcase on your CV, demonstrating your industry skills to employers.

Progression

After completing this T Level, you'll be ready to pursue:

- Higher Apprenticeships in Business Management, Project Management, or Operations Management.
- University Degrees in Business Administration, Management, Finance or Marketing.
- Roles such as Business Administrator, Project Coordinator, or Operations Manager.

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