

# T Level Management and Administration

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[newbury-college.ac.uk](https://newbury-college.ac.uk)



[ucn.ac.uk](https://ucn.ac.uk)



# Welcome

Welcome to Newbury College, your first choice for technical, career-focussed training.

As you look to start the next stage of your education, we are here to support you. We understand the transition from school can be daunting and our highly trained staff will guide you through the application and enrolment process, to get you on the right track to the career you want.

**#careersnotcourses**



# Why Newbury College?



## PROGRESSION-FOCUSED

- Subjects based on your chosen career
- Career-focused objectives



## SKILLS-BASED

- Fewer exams
- Different assessment methods
- Practical subjects

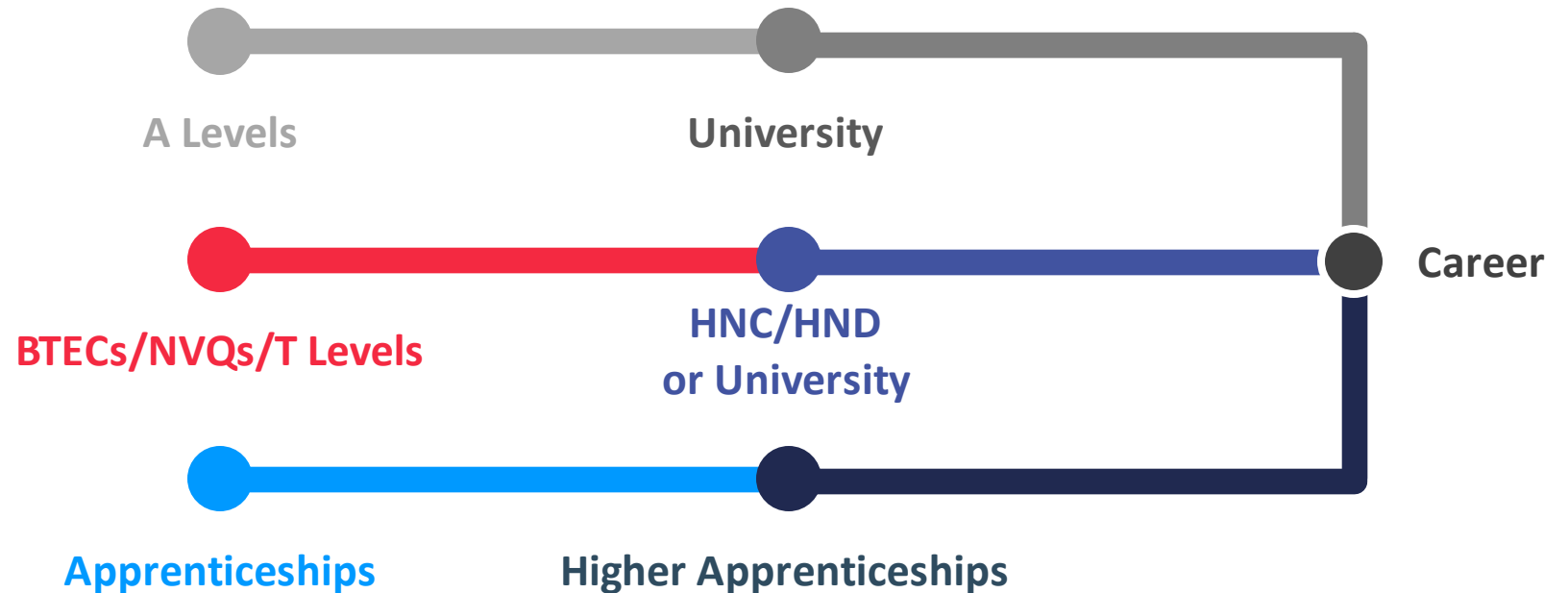


## EMPLOYER-LED

- Industry placements with excellent employers
- Curriculum influenced by businesses

# College Progression vs Sixth Form

- ✓ Faster route to your chosen career
- ✓ More options available
- ✓ Lower cost and debt-free Higher Education\*



# Your study programme

Full-time study programmes are assessed in a variety of ways, rather than just through the traditional essay and exam methods, this can be beneficial to students who prefer to be assessed differently and demonstrate their skills in other ways.

## VOCATIONAL QUALIFICATIONS

Career-focused qualifications that meet needs of employers and job sectors like **BTECs**, **NVQs** and **T Levels**.

Your **Academic Tutorial** will help you to set targets and monitor your progress.

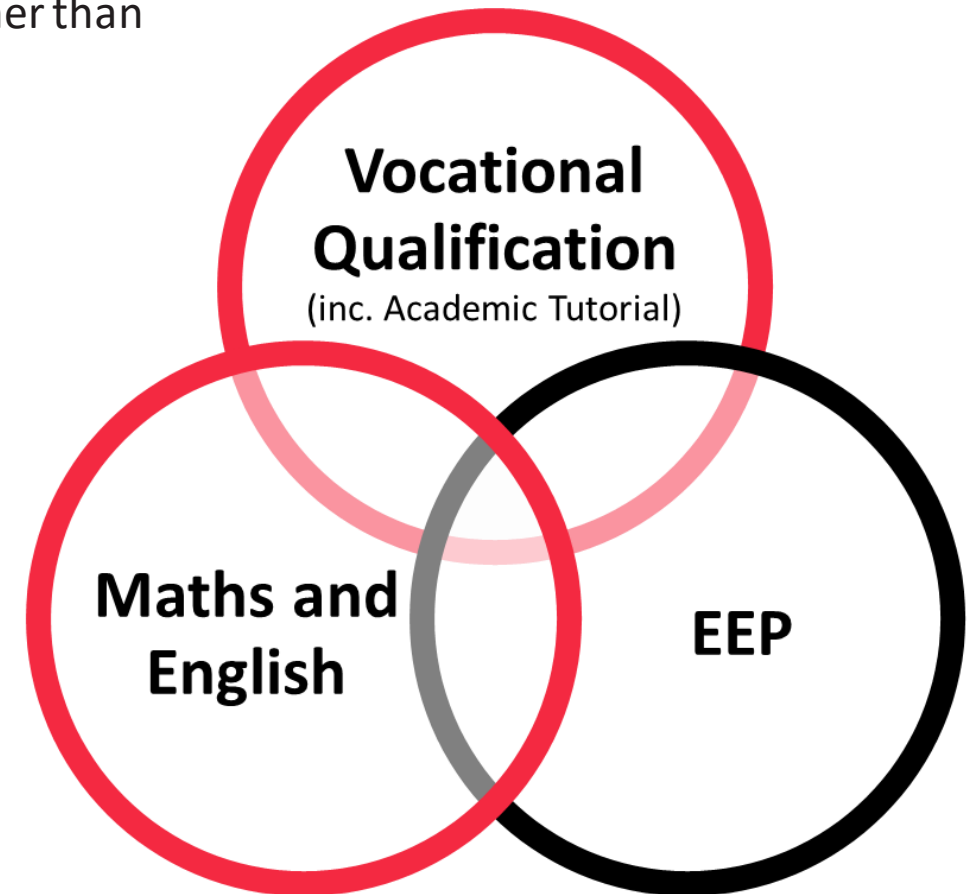
## MATHS AND ENGLISH

You may need to resit your English and/or maths qualifications. We will support you in achieving your target grade.

## EEP

EEP stands for **Employment**, **Enrichment** and **Pastoral**.

It provides you with a wide range of opportunities to enrich your learning and professional development beyond your main subject of interest. These could include sports, clubs and activities, trips and visits, work placement and work-related activity, tutorial sessions and guest speakers.





# Placements and Partnerships

## EMPLOYABILITY

A special WRA programme built into your course to learn the skills for the workplace including:

- CV and interview preparation
- vacancy and application writing
- trips and employer visits
- employer supported projects and activities
- apprenticeship and progression opportunities

## WORK PLACEMENTS

From 2 to 9 weeks in length, these often lead to jobs and part-time work alongside your course.



# T Level Business Admin and Management

The T Level Business programme is designed to:

- Prepare learners for higher level qualifications or employment.
- Develop learners study skills.
- Encourage learners' employability skills.
- Advance to work-related qualifications or an apprenticeship.

Delivered over two years:

- Discover what line of business you could be interested in.
- Learn by completing work experience, on the job training and learning the core aspect of the course in yr1.
- Course curriculum is based around real case studies, workplace situations, activities and demands.
- Be introduced to various potential employment areas.



# Uniform and equipment

- Professional environment
- Casual but sensible dress-code

## You will need

- Notebook
- Pens and highlighters
- A4 Folder for handouts





# Visits and trips

- External visiting companies from the local area
- Inhouse professionals
- Opportunities to meet other course speakers
- Minimum of two visits a year
- Course based focus visits
- Opportunities for student planning ideas
- Previously visited:
  - Mini
  - Thorpe Park
  - Cadbury's



# Assessment – Year 1

To successfully complete the first year of this 2 year programme you need to complete the core, which is covered over 7 topics.

The Core is 2 exams and an employer set project. This is all in the first year.

Year 1 is graded by an overall A\*-E plus Ungraded (U)

## The 7 Core Content:

- Business Context
- People
- Project and Change Management
- Business Behaviours
- Finance
- Policy and Procedures
- Quality and compliance

# Assessment – Year 2

To successfully achieve year 2 of the programme you will have to choose one of the occupational specialisms. The occupational Specialisms are graded pass, merit or distinction.

Occupational Specialisms:

1. Business Improvement
2. Team Leadership/ Management
3. Business Support





# How we can help

Tutors and support staff work closely together and with other local partners to provide you with:

- Learning support
- Progression coaching
- Health and wellbeing advice
- Financial support including free travel, meals and help with childcare costs
- Careers advice
- Help with university applications



# Funding your programme



Education & Skills  
Funding Agency

## The Education & Skills Funding Agency (ESFA)

The Education & Skills Funding Agency funds adult Further Education (FE) and skills training in England. It forms part of a network of organisations in England who commission, manage and promote training for adults and young people. The ESFA funds non-levy Apprenticeships (16yrs +), work placed and classroom based learning programmes throughout England for learners aged 19 and above. If you are enrolled onto an ESFA funded programme this is match funded by the European Social Fund (ESF). The ESFA also funds programmes for individuals aged 14-19 which includes the Study Programme (16-19) and Traineeships (16-18).



European Union  
European  
Social Fund

## European Social Fund (ESF)

You may be enrolled onto a specific ESF project which will be funded by the European Union or if you are engaged onto any of our ESFA programmes, including non levy Apprenticeships, then this will be matched funded by ESF.

# Any questions?

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If you have any questions or require further information on this course or any other aspects of studying at Newbury College, please contact us.

