

T Level Management and Administration

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



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

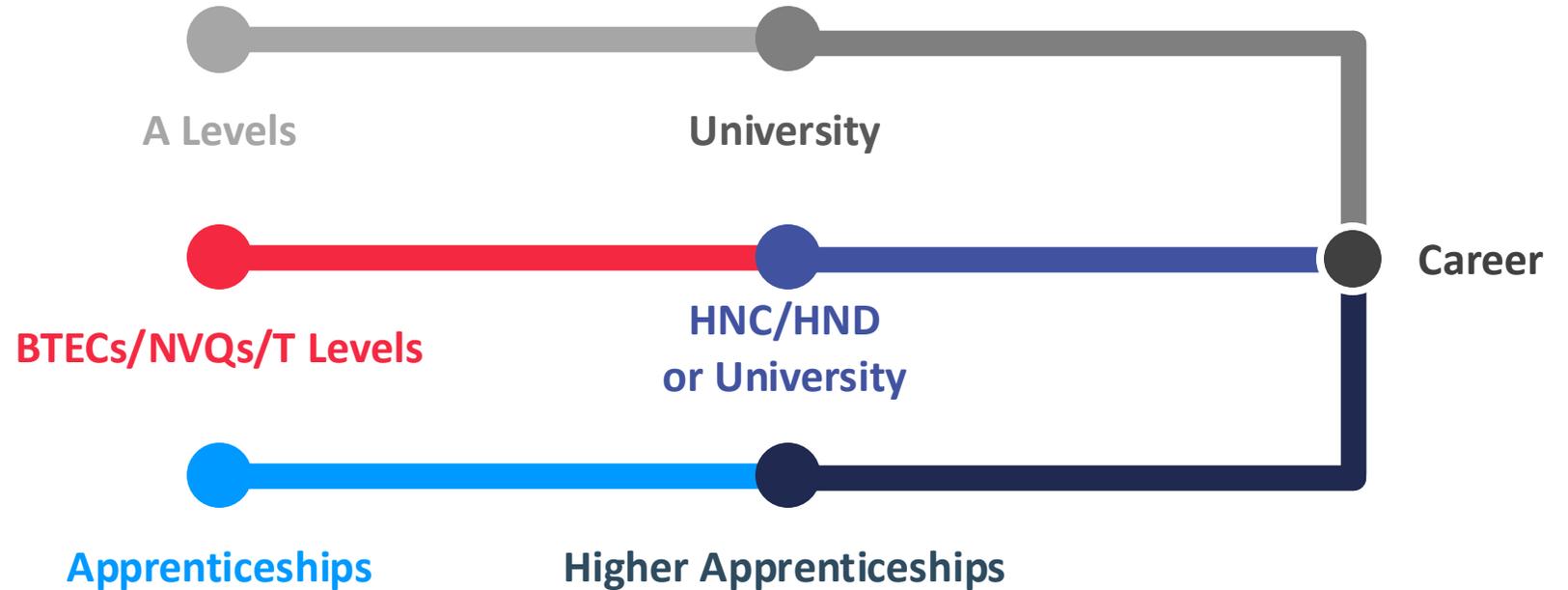


EMPLOYER-LED

- 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.

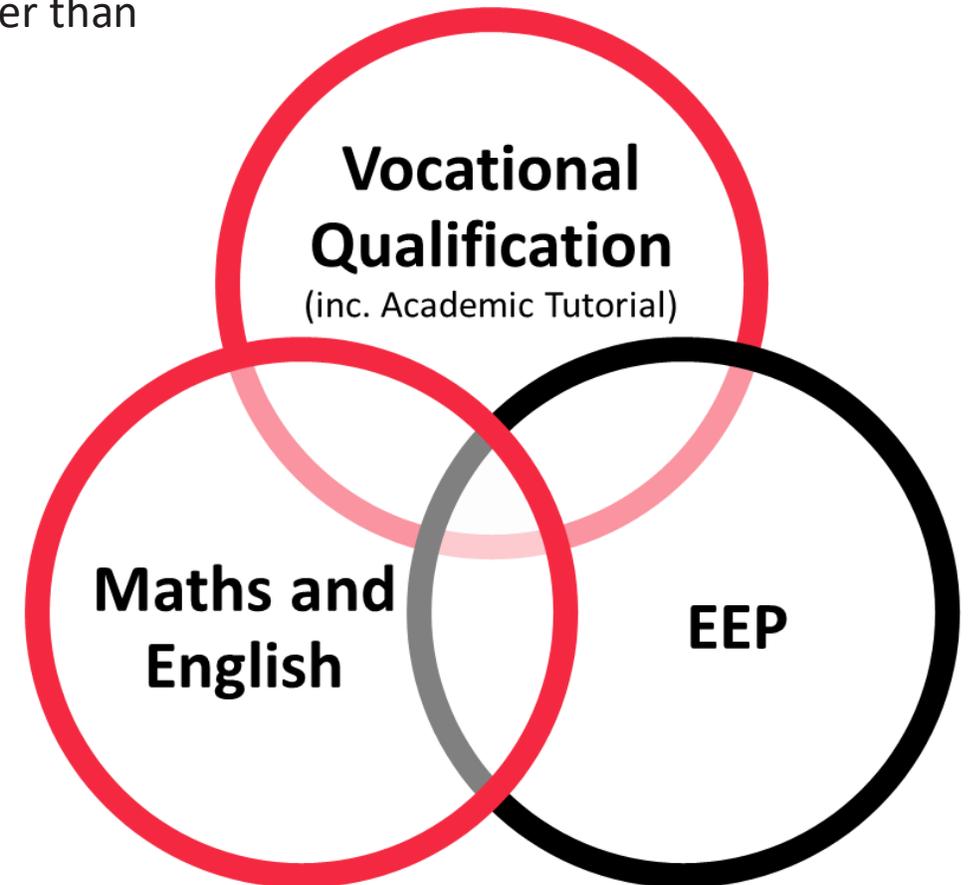
MATHS AND ENGLISH

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

INDUSTRIAL PLACEMENTS

The industrial placement will take place in your 2-year course. You will need to complete a minimum of 315 hours or the equivalent to 45 days.



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.



Foundation to T Level Management and Administration

- This one-year T Level Foundation programme is designed to deliver the underlying principles and technical skills required to participate in the T Level Management and Administration, T Level Digital Support Services or Level 3 Creative Media Production programmes.
- You will learn by completing projects and assignments that are based on realistic workplace situations, activities and demands, getting an overview of the principles of business, digital skills and creative media, as well as understanding the terminology used in these industries.
- You will initially work on learning skills required for these three areas, including:
 - Using specialist software to create digital content
 - Using digital and creative methods to promote business
 - Using business knowledge to organise and present work

Uniform and equipment

UNIFORM:

- Professional environment
- Casual but sensible dress-code

YOU WILL NEED:

- A4 Folder for handouts
- Notebook
- Pens and highlighters



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 two external exams and a substantial Employer Set Project.

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

Core 1- Concepts and Theories

Core 2- Transferable/Core Skills

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 are:

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

Assessment for year two:

Synoptic practical assignment(s)



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.

