

T-Level Management & Administration

Level 3

STUDY MODE
Full time

LOCATION
Moulton

LEVEL
Level 3

START DATE
Sept 2026

DURATION
2 years



Are you thinking about a future in management or administration? Looking for a qualification that will help you progress into further study or a career in this exciting and fast-moving sector? This new T-Level Technical Qualification in Management and Administration, specialising in Team Leadership will develop your understanding of organisational culture, values, professional behaviours, quality, and compliance, giving you a strong foundation for a successful career. Alongside learning in the classroom, you will complete a substantial industry placement, giving you real experience within management and administration environments. This hands-on placement helps you build the knowledge, skills, and behaviours employers look for, ensuring you feel confident and work-ready by the end of the course.

What will I learn on the course?

In your first year, you will develop the core knowledge required for the management and administration sector, including: · Business Behaviours · Business and Commercial Awareness · Problem-Solving · Finance · Quality and Compliance · Project and Change Management · Research Skills This foundation prepares you for your specialist pathway in year two and equips you with the skills employers value most.

What does a typical week look like?

You can expect to be in college 3-4 days. In addition you will be expected to complete work independently and take part in enrichment activities. Your work placement may be completed on a day release or block release basis.

How will I be assessed?

You will be assessed through a mix of exams and an employer-set project.

Where can it lead to?

After successfully completing the T-Level in Management & Administration you could progress into employment in roles such as Business Administrator, Team Leader, Supervisor or other roles within Business Support. You could also progress onto a higher level apprenticeship in roles such as a Senior Business Administrator, Office Manager or Business Manager. Other possibilities include HNC, HND or undergraduate degree courses in business management, leadership, HR, finance or project management.

What are the entry requirements for this course?

To join this programme you must: - Be aged 16-18 on 31 August of the year you start - Have five GCSEs, including English and maths at grade 5 or above (equivalent qualifications may also be considered) Before offering you a place on the course, we will work with you to ensure that this is the right qualification for you.

Good to know

This T-Level programme is equivalent to three A-Levels and you can earn UCAS points to gain entry into universities.

Visit this course on our website: <https://www.moulton.ac.uk/courses/tlma-y1z/t-level-management-and-administration--level-3>

For further information please contact the college: <https://www.moulton.ac.uk/contact>