



# T LEVEL TRANSITION PROGRAMME

## Business Management & Administration

# T-LEVELS

THE NEXT LEVEL QUALIFICATION

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### T Level Transition Programme Overview

Whether it's a high street brand; a manufacturer or healthcare provider; or a construction, legal or financial firm - all need skilled and astute business individuals to help drive them forward and be successful!

This one-year programme is specifically designed to help you transition to the Management & Administration T Level.

If you...

- Are determined to progress on to the Management & Administration T Level
- Would benefit from additional time to build your knowledge and skills in English and Maths to meet the entry requirements
- Are keen to build your skills to make a good impression in the management and administration sector

...then this programme is for you!

### Tailoring the Programme to your Needs - What You'll Learn

You'll learn the fundamental processes of the Management & Administration industry.

Throughout the course, we'll assess your needs, identifying gaps in learning, so that at the end of your programme, you'll have the skills and confidence to succeed on the Management & Administration T Level.

### Elements of study

Your programme consists of the following elements:

- Study of your vocational subject, preparing you for progression to the Management & Administration T Level, where units include: Business Context; Project Management; Change Management; and Business Communication Skills
- Employability skills, such as punctuality, attendance, communication and team work
- Work experience, giving you a taste of working life
- English, continued until the achievement of GCSE grade 4 or equivalent
- Tutorial and personal development and skills focusing around employability within the the Management & Administration industry.

### Work Experience

Work experience is a key element of this programme, enabling you to develop the skills to successfully complete the T Level Industry Placement, and for future workplace readiness.

The course will consist of a 90 hour placement which leads to a 315 hour placement for the following year. Successful placements often lead to employment.

You'll be prepared for your work experience in advance with talks and pre-visits, ensuring you get the most out of the experience.

You'll also be supported to develop your employability skills - problem solving, interview skills, CV writing and more - as part of the programme.

### Professional Development & Support

Working with your Tutors, Careers Coaches and Learning Development Mentor, this element of the programme will be tailored to your individual needs, supporting your progression to T Level. You'll receive individual mentoring and personal development tutoring, including:

- Activities to develop confidence and resilience
- Group work to develop communication skills
- Tutorials and seminars, including careers education
- Study skills, with opportunities to develop reading, writing, referencing and interpretation
- Life skills

We'll also provide you with additional support, if you need it.



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### Supporting Your Learning and Wellbeing

We have a range of dedicated support and wellbeing services including **FREE** travel; **FREE** breakfast; dedicated Learning Development Mentors; impartial advice and guidance; dedicated one-to-one support for learners with additional needs; and support with the cost of College, plus much more.

### Entry Requirements

A minimum of four GCSEs at grade 3 or above, including maths and English.

### How will I be Assessed

You'll be assessed via a mixture of assignments, employer-set projects and exam(s).

### Future Opportunities

Successful completion of this programme will allow you to progress directly on to the Management & Administration T Level, a qualification that will prepare you for employment and a dynamic career. Due to the broad range of topics covered on the Management & Administration T Level, you'll be equipped for a career in a variety of settings. You could work as a:

- **Business Development Manager** where you will be concerned with improving and growing a business by establishing and developing relationships with customers, suppliers and other partners in a number of industries, including construction, manufacturing, IT and telecommunications. With an entry salary of £22,000 a Senior Business Development Management can command a salary of up to £80,000
- **Supply Chain Manager** where you are responsible for the movement of goods from manufacturers and suppliers to the customer in sectors such as retail, healthcare and local and national government. With a starting salary of £24,000 the average salary for a senior supply chain manager is £47,000.
- **Project Manager** working in a range of sectors including engineering, manufacturing and architecture. Your role will be to manage processes, people and resources, working under pressure and to tight deadlines. Experienced Project Managers can earn between £40,000 to £80,000 per year

As the T Level is equivalent to three A Levels, you could even decide to progress to university or a paid Apprenticeship, if you choose.

### Enrichment

Sitting a job interview, writing a personal statement, applying for university - taking part in our enrichment programme will give you a CV to wow in all of these situations! You'll benefit from:

- Inspiring trips and experiences
- Meetings with industry experts
- Visits to leading companies in your sector

As well as giving you essential professional and technical skills, you'll demonstrate that you're a successful and well-rounded person, helping you to make a lasting impression.

We want you to have fun, so we also have plenty of leisure and sporting activities for you to enjoy, improving your health and wellbeing.



Disclaimer: Every care has been taken to ensure that the information contained within these course information sheets was accurate at the time of publishing. Bolton College is constantly evaluating its services to meet the needs of learners; therefore programmes/courses/Apprenticeships, resources and facilities may be subject to change without prior notice.



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#### Why Choose Us?

We're an elite College, and part of the University of Bolton Group, offering you a gateway to all of Greater Manchester's vast range of fantastic opportunities for specialist careers, university degree courses and higher Apprenticeships.

We'll reward your achievements with trips to The Anderton Outdoor Activity Centre and the opportunity to apply for the prestigious Duke of Edinburgh Award.

Our £75 million campus offers a newly refurbished fitness suite and sports hall; Apple Mac suites; libraries, a theatre and dance studios; hair and beauty salon; and a restaurant, café and canteen.

You'll also enjoy a wide range of events, including showcases, enterprise activities and cultural celebrations.

#### Open Events

We can't wait to tell you about the amazing opportunities here at Bolton College so this year, we're giving you TWO opportunities to help you discover what we're all about.

You can either visit us in person at one of our Open Events, or if you'd rather learn about us from the comfort of your own home, you can check out our Virtual Open Event instead, or even do both!

Open Event Dates at Deane Road Campus are as follows:

- **Wednesday 17th November 2021, 5pm-8pm**
- **Thursday 9th December 2021, 5pm-8pm**
- **Tuesday 18th January 2022, 5pm-8pm**

If you'd like to attend one of these events, please register your interest by visiting [www.boltoncollege.ac.uk/register-open-events](http://www.boltoncollege.ac.uk/register-open-events)

If you can't visit our Open Event in person, or would rather find out about us online, check out our Virtual Open Event and access over 40 videos at a time convenient to you. Just visit [www.boltoncollege.ac.uk/virtual-open](http://www.boltoncollege.ac.uk/virtual-open)

#### How to Apply?

Find this course on our website via [www.boltoncollege.ac.uk/young-people](http://www.boltoncollege.ac.uk/young-people) then click the 'Apply' button. You'll be asked to set up a Learner Hub account, so that you can track your application and enrol online in August. If you have any difficulties setting up your Learner Hub account, please email [learner.hub@boltoncc.ac.uk](mailto:learner.hub@boltoncc.ac.uk)

#### COVID-19

You may be aware that Bolton College currently has some limitations on the way it works, due to COVID-19. Although every care has been taken to ensure that the information contained within this document is accurate, due to the changeable nature of the situation and updates to government guidance, there may be changes to this programme and provision. We will endeavour to keep prospective and current students updated where appropriate and when the information becomes available.



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