

# T LEVEL BUSINESS MANAGEMENT & ADMINISTRATION: BUSINESS SUPPORT

Subject Area

Student Type

Study Mode

Business &  
Professional

Students aged 16-18

Full Time

## What is the course about?

The course is suitable for learners with a keen interest in business and its influence on the world around us, especially those wanting to gain industry experience whilst studying towards the equivalent of 3 A Levels.

The course is delivered by expert tutors and industry specialists. The programme will develop your skills, knowledge, and understanding in a variety of topics, including; organisational cultures and values, the influence of stakeholders, project and change management, business behaviours as well as quality and compliance. When it comes to employment, you'll have the knowledge and skills to go wherever your ambitions take you.

## Why should I choose the course?

This T-Level programme is written in collaboration with our expert business lecturing team, industry links and employers. Through a blend of classroom working and an extended industry placement, you will be fully prepared for a highly successful career within the dynamic business world equipped with an understanding of the skills required to succeed in administration and team leading, leading eventually to key management roles.

You will develop knowledge and understanding of concepts, theories and principles relevant to a wide range of business and leadership roles that exist or are emerging in the sector.

You will develop a wide range of practical application of skills, both within the classroom setting, and within an extended industry placement. You will be fully equipped for your next steps whether it is employment, an apprenticeship, or a higher education course.

You will learn in our dedicated business student 'conference rooms'. These classrooms have the latest business relevant technology and equipment.

## What will I learn?

In year 1 students will develop an understanding of:


- Contexts that organisations operate and manage in
- Key people and stakeholders that support business operations
- Quality and compliance standards that effect business operations
- Financial context that organisations operate within
- Key policies and procedures that support organisations
- Concepts of project and change management
- Business behaviours that influence how organisations operate



**Warrington  
& Vale Royal  
College**

Warrington Campus  
Winwick Rd, Warrington WA2 8QA

 [wvr.ac.uk](http://wvr.ac.uk)

 01925 494 494

Winsford campus  
Weaver St, Winsford CW7 4AH

 [learner.services@wvr.ac.uk](mailto:learner.services@wvr.ac.uk)

There is an opportunity to specialise in the second year. The purpose of this specialism is for learners to develop the knowledge, understanding and skills within a Business Support role.

Students will develop knowledge, understanding and skills of:

- Supporting the overall running and operation of an organisation
- Using prioritisation skills to support time management and delivery of workloads
- Considering improvements and recommend ways to develop and improve business practices.
- Developing effective communication with a range of stakeholders to support business practices.
- Managing the flow of information through the organisation.

## What will the course lead on to?

The course can lead on to a wide range of higher-level apprenticeships, degree courses, and employment including office managers, management consultants and business analysts, company secretaries and administrators, business associate professionals and business research and administrative professionals. Salaries in the business sector are competitive with salaries reaching £45k for middle management and for senior management the average is £85K

## Are there any links with industry and university?

The course includes an industry placement 4-60 days which is split across the two years.

It will include live briefs with local and regional companies that we work with and in the past, learners have supported local companies in their market research, for example.

Whilst we highly recommended you to self-source your own industry placement, you will have the support of an industry placement officer to provide the extra help in finding relevant industry placements as required. Within the placement you will apply your classroom-based skills and knowledge within an industry environment, giving you the experience to better preparing you for future employment.

## What support is available?

You will be allocated a progress coach who will provide you with support to help you succeed on your study programme and progress on to your chosen career or progression path. We have a team of staff dedicated to providing learning support if required, as well as a Welfare Team that is on hand to offer guidance, support and help when needed. Additionally, eligible students can access a wide range of finance and funding support to help them during their time at college.

Click here for learning support: <https://wvr.ac.uk/college-life/learning-support>

Click here for finance support: <https://wvr.ac.uk/college-life/financial-support>

## Why should I choose to study the course at Warrington & Vale Royal College?

This course is delivered by our expert lecturers and is designed in collaboration with industry and employers. It is delivered at our Warrington Campus, with dedicated classrooms including all the very latest sector equipment and business relevant technologies.



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The unique blend of classroom delivery and industry placement will fully prepare you for your next steps, whether that be into highly skilled employment, higher education or onto an apprenticeship.

## What are the entry requirements?

You will need a minimum of five GCSEs at grade 4 or above, including English and maths, or you will have needed to have successfully completed a Level 2 course and have GCSE English and maths at grade 4 or above.

## Are there any additional costs associated with the course?

There may be costs associated for clothes that are associated with industry placements, additionally there may be costs associated with trips and externally sourced workshops.



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