

# T LEVEL FOUNDATION YEAR: BUSINESS & ADMINISTRATION

Subject Area  
Student Type  
Study Mode

Business &  
Professional  
Students aged 16-18  
Full Time

## What is the course about?

If you are keen to progress onto one of our T Level or apprenticeship courses within the business, professional and accountancy sector, but do not meet the entry requirements, or want to further develop your knowledge, skills and behaviours prior to progressing on to a T Level or apprenticeship, then this unique programme is perfect for you.

## Why should I choose the course?

The T Level Foundation Year: Business, Professional & Accountancy has been developed collaboratively between our expert tutors, industry links and employers. You will have the opportunity to develop your English, maths and digital skills as a key aspect of your programme, in addition to developing the skills for successful study, positive attitudes and behaviours.

## What will I learn?

During the programme you will develop industry-relevant knowledge, skills and behaviours related to the following key areas:

- Customer service skills
- Administration skills
- Digital marketing including content creation skills
- Bookkeeping skills

You also will continue to build your knowledge and skills in numeracy, literacy and language, in order to achieve your grade 4 GCSE qualifications in English and maths by the end of the course. You will be supported to develop positive attitudes and behaviours, with barriers around pastoral and personal development being addressed, to fully prepare you for a T Level or an apprenticeship course.

## What will the course lead on to?

The course will fully prepare you with the skills, knowledge and behaviours required to progress onto one of the following routes:

- T Level Business Management & Administration
- T Level Accountancy
- Apprenticeship – Business Administrator
- Apprenticeship – Customer Service Practitioner
- Apprenticeship – Digital Marketer
- Apprenticeship – Accounts Finance Assistant



**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)

## Are there any links with industry and university?

During your foundation year you have the opportunity to attend a work placement, attend industry visits, meet with expert guest speakers and be involved with college wide enrichment activities all related to the Business, Professional & Accountancy sectors.

## 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 onto your chosen career or destination. We have a team of staff dedicated to providing additional learning support if required, as well as a highly-trained Welfare Team who are on hand to offer guidance, support and advice. Additionally, eligible students can access a wide range of finance and funding support to help them during their time at college.

Click here to find out more about learning support: <https://wvr.ac.uk/college-life/learning-support>

Click here to find out more about 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 will be delivered by our expert tutors who all have extensive industry experience. Through this you will gain the relevant skills, knowledge and behaviours from a wide range of activities and assessments.

## What are the entry requirements?

You will need a minimum of 4 GCSEs at grade 3 or above, although you must have GCSE English or Maths at grade 4.

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


Course related trips and visits may require additional costs. This will be communicated as applicable by your teacher.



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