T Level in Business Management and Administration

Ofsted Outstanding Provider

Course Level: Level 3

Campus: Stafford

Subject Type: Accounting, Business, Travel & Legal

Course Overview:

Dive into the world of business with our T Level in Business and Administration.

Explore topics such as finance, marketing, and strategic management and leverage our industry partnerships to secure enriching work placements - helping you professionally grow and providing exciting networking opportunities. Prepare to excel in diverse roles, designed to equip you with the practical skills and theoretical understanding to kick-start your journey towards a rewarding career.

What's Covered:

The T-Level in Business Management is an exciting new 2-year programme developed in collaboration with employers and businesses. The content of the course meets the needs of industry and prepares you for work. This programme is the equivalent of 3 A Levels and mixes classroom learning with ‘on-the-job’ experience in a high quality industrial placement for a minimum of 315 hours. You will complete the course with a technical qualification, setting you up for the world of work. The core content focuses on the knowledge and understanding of business concepts and theories, supporting you to gain the transferable and core skills you will require within the business and management sector.

You will cover key areas including the essentials of business organisation, governance, cultures and values; change management; communication standards and professional audience; quality and compliance; while you will also be able to specialise in team leadership/management.

Students selecting this pathway aspire to gain a career in small, medium or large sized businesses ranging in roles from administration, management, enterprise and quality. The Business Management and Administration T Level pathway provides a mixture of:

- Technical knowledge and skills specific to the business sector
- An industry placement of 315 hours in the digital sector

Applying and accepting the offer on this course will require a commitment to undertake an industry placement. NSCG work closely with a range of companies who are committed to providing an industry placement. Students will be offered a placement following a successful interview with an employer.

Entry Requirements:

You'll need a minimum of five GCSEs at grade 4 or above, in subjects that are relevant to the course you’d like to study, including English Language. You will also need a minimum of a grade 3 in GCSE maths.

Assessment Information:

The City and Guilds T-Level in Management and Administration core content is assessed through an examination and a substantial practical employer-set project. The occupational specialism is assessed synoptically through rigorous practical assessments.

100%

pass rate

100%

achieved Merit or above in 2026

Fees and Financial Support:

This course is free for anyone aged 16 – 18.

College Maintenance Allowance (CMA):
Anyone with a gross household income under £35,000 can receive financial support to cover college related costs such as transport, meals, course equipment and uniform. Bursary support is based on individual circumstances and will be allocated to best suit your individual needs. A range of other financial support is available depending on your personal circumstances. For more details visit nscg.ac.uk/finance

Progression:

Achieving this qualification provides the opportunity to progress on to a range of exciting university degree programmes or alternatively careers in:

- Information Scientist
- Supervisor Activity
- Clerk, Secretarial or Administrative Duties
- Project Management
- Business Support

How do I find out more?

Email Professional Studies Curriculum Manager Sarah Ashley on sarah.ashley@nscg.ac.uk for further information