

T Levels – Management & Administration



Curriculum Delivery & Planning

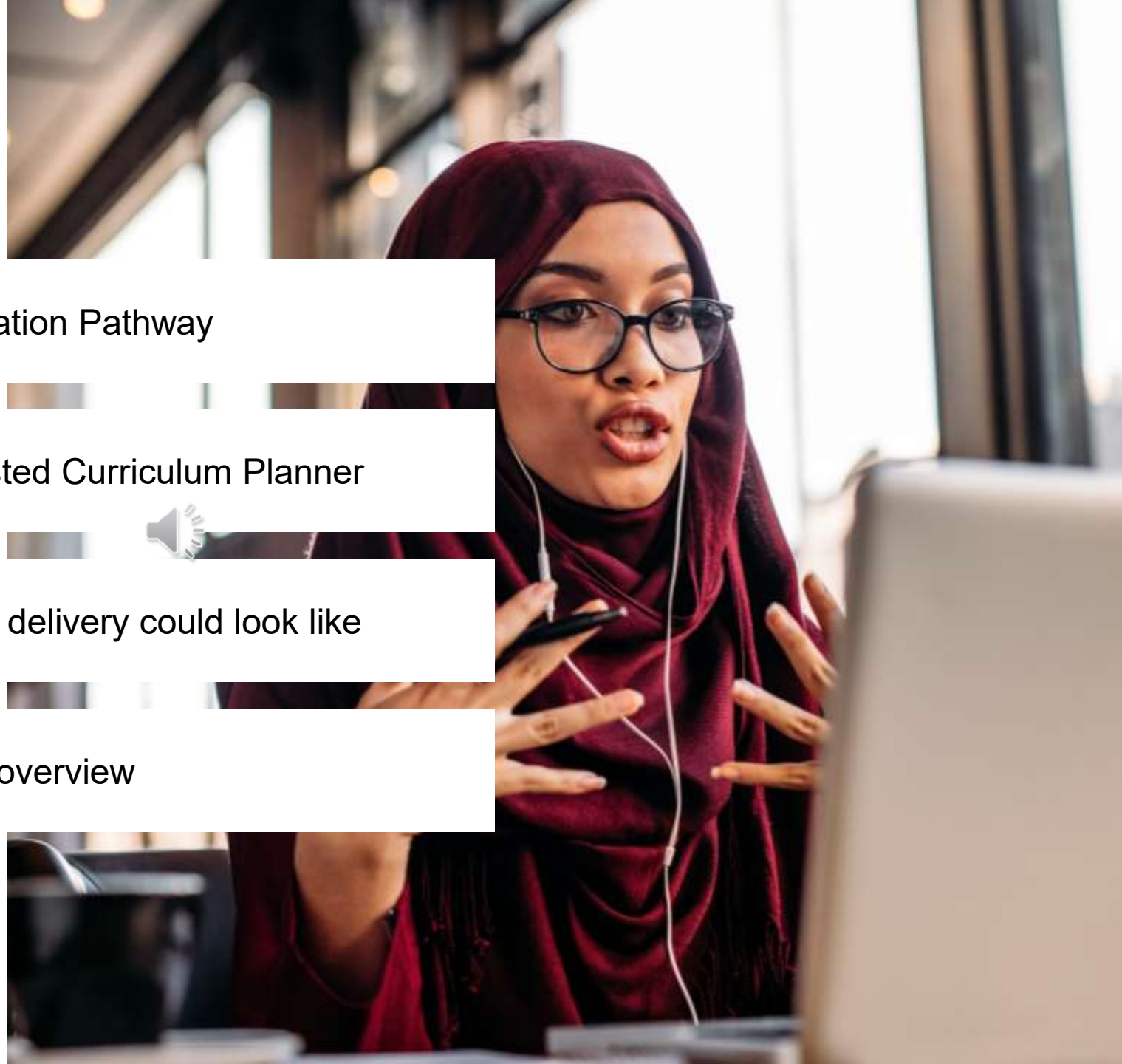
For City & Guilds



T-LEVELS

Agenda

- 1 Management & Administration Pathway
- 2 Year One and two suggested Curriculum Planner
- 3 Example of what a weeks delivery could look like
- 4 Assessment method and overview



T Level programme composition

1800 hours over two years. Achievement of T Level must include all components. UCAS points will be attached and is the equivalent to 3 A levels.

Core

20-50% Total TQ time

Graded

A* - E

Core 1

Concepts & theories

Core 2

Transferable/Core skills

Occupational specialism

50-80% Total TQ time

Graded Pass/merit/distinction

Based on occupational maps

No less than 50% of the total qualification planned time

Threshold competency

Assessment:

- External exams
- Substantial employer set project

Assessment:

- Synoptic practical assignment(s)

Industry Placement

315-420 hours

Min 45-60 days

Maths and English

Working towards

GCSE or Functional Skills Level 2

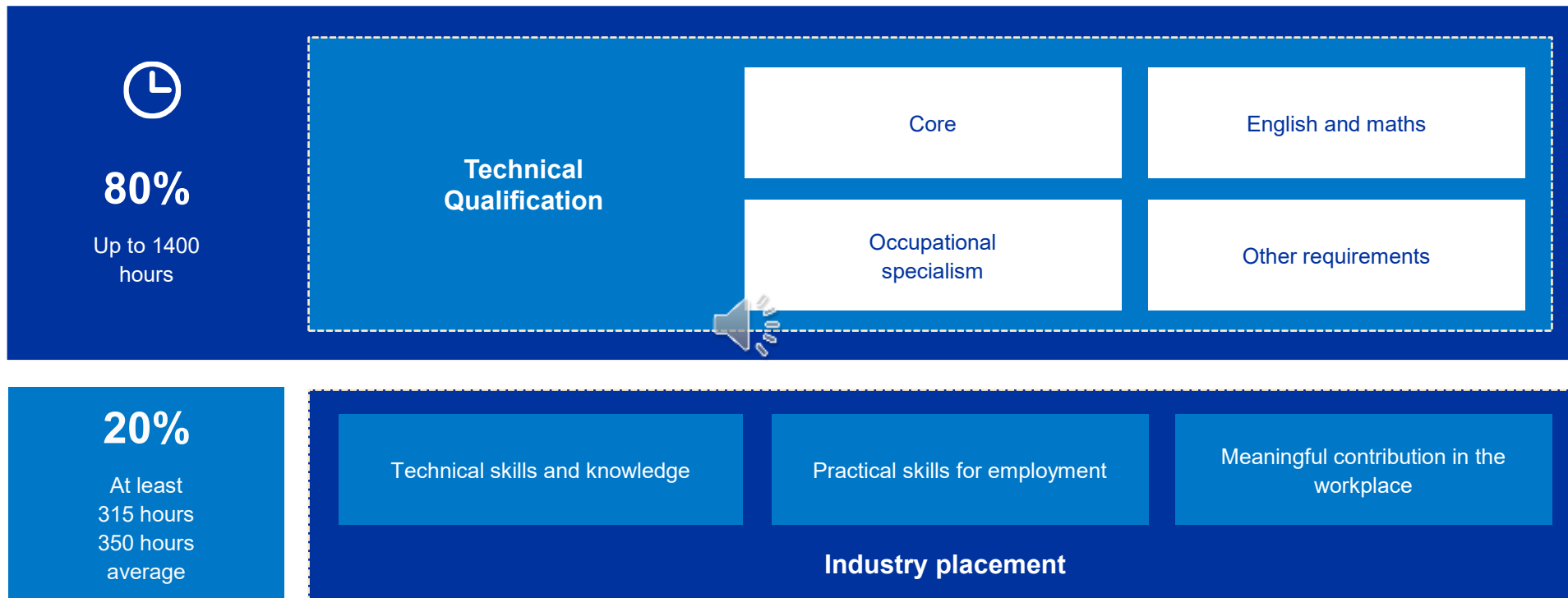
LTP

(other requirements set by
T Level panel)

Employability, enrichment & pastoral (EEP)

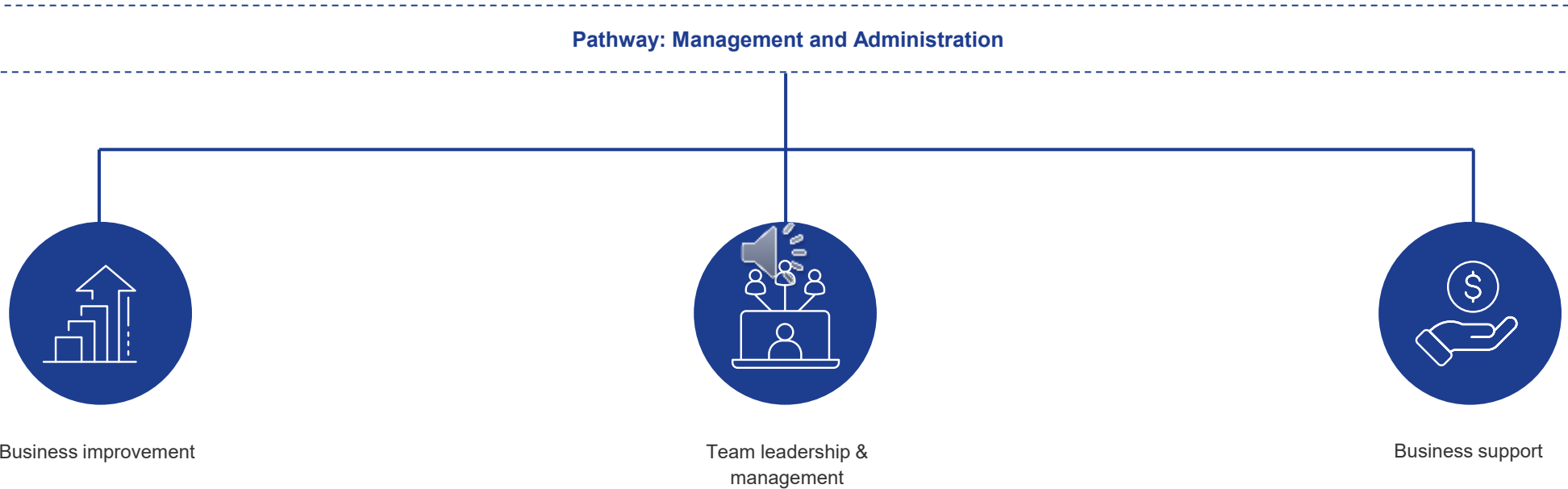
The T Level Course

2 years



Technical Qualification overview for Business and Administration

Business and Administration Core component



Learners must complete;

- Business and Administration core
- one occupational specialism

Technical Qualification - Core

Key areas covered:

1. Business Context
2. People
3. Quality & compliance
4. Finance
5. Policies and Procedures
6. Project and Change Management
7. Business Behaviours



Timelines for Core Exam assessments windows

Core Theory Papers	Date
Core exam 1	26.11.25 (Autumn 25 series)
Core exam 2	03.12.25 (Autumn 25 series)
Core exam 1	02.06.26 (Summer 26 series)
Core exam 2	09.06.26 (Summer 26 series)

All exams will last for 2.5 hours and will start at 9.30am and finish at 12pm

Timelines for ESP assessments windows

ESP Series	Material release date	ESP start date	ESP end date	ESP upload deadline
Autumn 25	03.11.2025	10.11.2025	05.12.2025	05.12.2025
Summer 26	23.03.2026	30.03.2026	08.05.2026	08.05.2026

All ESPs will last the full duration of 25 hours.

An overview of the Technical Qualification (TQ) for Management & Administration



Core:



(Assessed by two externally set and marked exams
and an employer set project)

Occupational Specialisms:



(Assessed by a practical assignment for each
Occupational Specialism)

Key for Delivery/Curriculum Planners

Induction
Core Component (600 GLH full year)
External Theory Exams x2 (2.5 hours each)
Employer Set Project (25 Hours)
Revision/Recap/Prep (Formative Assessments)-Core Component
Occupational Specialism (Business Improvement 595 GLH, Team Leader 620 GLH, Business Support 595GLH)
Synoptic Practical Assessment-(32 hours) One Series Annually
Preparation for Practical Synoptic (Formative Assessments)
Industry Placement (Minimum 315 Hours/45 Days)

Sample Course Delivery: Year 1 Term 1

Adaptable delivery plan for T Level Managament & Administration

Level 3 QAN 610/011/5

TQ GLH 1195-1220

YEAR 1 OF 2

Curriculum Plan

[illegible]

[illegible]

Sample Course Delivery: Year 1 Term 3

[illegible]

[illegible]

Sample Course Delivery: Year 2 Term 2

[illegible]

Sample Course Delivery: Year 2 Term 3

[illegible]

Core and OS Mapping

Management & Administration Core	Occupational Specialisms
Business Context	Business Support (OS)
People	Team Leadership (OS)
Quality & compliance	
Finance	
Policies and Procedures	
Project and Change Management	Team Leadership (OS) Business Improvement (OS) Business Support (OS)
Business Behaviours	Team Leadership (OS)

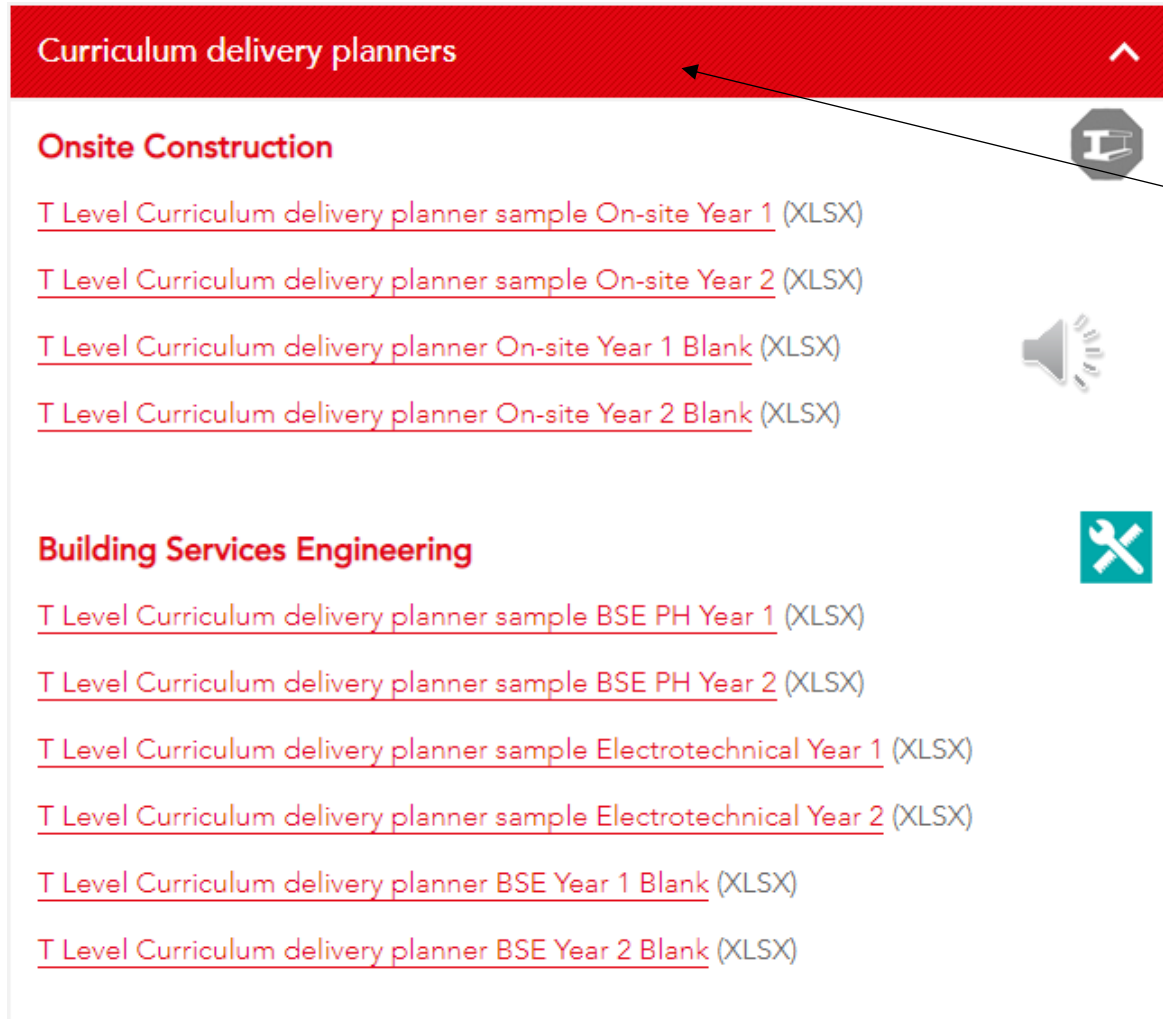
Example timetable

	9	10	11	12	1	2	3	4	5
Monday	Industry Placement Opportunity (This can be substituted for any day of the week as required)								8 Hours
Tuesday	*Core		*Core	Lunch	*Core		*Core/OS?		6 Hours
Wednesday	*Core		*Core	Lunch	*Core/OS?		*Core/OS?		6 Hours
Thursday	Pastoral Support		Pastoral Support	Lunch	*Core		*Core		6 Hours (3 Hours T Level)
Friday	Self-Study Time		*Core	Lunch	*Core/OS?		*Core/OS?		6.5 Hours (5 Hours T Level)
									20 Hours (Core/OS)

*Each core session could cover a different underpinning knowledge outcome from the core component, as opposed to the same knowledge outcome delivered across the week.

Where will the delivery planners be located

<https://www.cityandguilds.com/tlevels/resources>



The screenshot shows a webpage with a red header bar containing the text "Curriculum delivery planners" and an upward-pointing arrow icon. Below the header, there are two main sections: "Onsite Construction" and "Building Services Engineering". Each section has a list of links to T Level Curriculum delivery planners, including sample planners and blank planners for various years and subjects. A black arrow points from the text "On the link above click the accordion Curriculum delivery planners" to the "Curriculum delivery planners" header.

Curriculum delivery planners

Onsite Construction

- [T Level Curriculum delivery planner sample On-site Year 1 \(XLSX\)](#)
- [T Level Curriculum delivery planner sample On-site Year 2 \(XLSX\)](#)
- [T Level Curriculum delivery planner On-site Year 1 Blank \(XLSX\)](#)
- [T Level Curriculum delivery planner On-site Year 2 Blank \(XLSX\)](#)

Building Services Engineering

- [T Level Curriculum delivery planner sample BSE PH Year 1 \(XLSX\)](#)
- [T Level Curriculum delivery planner sample BSE PH Year 2 \(XLSX\)](#)
- [T Level Curriculum delivery planner sample Electrotechnical Year 1 \(XLSX\)](#)
- [T Level Curriculum delivery planner sample Electrotechnical Year 2 \(XLSX\)](#)
- [T Level Curriculum delivery planner BSE Year 1 Blank \(XLSX\)](#)
- [T Level Curriculum delivery planner BSE Year 2 Blank \(XLSX\)](#)

On the link above click the accordion Curriculum delivery planners

Technical qualification scheme of assessment overview

Core Component – Learners must complete all assessment components

Assessment component	Method	Duration	Marks	Weighting	Marking	Grading
Exam paper 1 (031)	Externally set exam	2.5 hours	100	30%	Externally marked	This component will be awarded on the grade scale A* - E
Exam paper 2 (032)	Externally set exam	2.5 hours	100	30%	Externally marked	
Employer-set project (033)	Externally set project	25 hours	100	40%	Externally marked	

Occupational Specialism Component - Learners must complete one assessment component

Assessment component	Method	Duration	Marks	Weighting	Marking	Grading
Business Improvement (311)	Externally set assignment	32 hours	60	100%	Externally marked	All occupational specialism components will be awarded on the grade scale P, M, D
Team Leadership/Management (312)	Externally set assignment	32 hours	60	100%	Externally marked	
Business Support (313)	Externally set assignment	32 hours	60	100%	Externally marked	

Industry Placement support – AOC website

<https://www.aoc.co.uk/ip-guidance-resources>

- **For providers ‘How to’ guidance**
 - Before placements
 - For students
 - During placements
- **Tools and templates**
 - Employer engagement
 - Before placements
 - During placement
 - Post placements
 - For employers



Resources & Support

Ready to Support eligible providers and stakeholder engagement

- Updated webpage for T Levels
- Assessment timelines
- Provider focus groups/curriculum planning
- Employer Industry Boards
- e-bulletins
- Specification
- Dedicated Technical Advisors
- Network Events/Teams Meetings



DFE resources

The screenshot shows the 'Resources and support hub' page for T-LEVELS. The page has a red header with the T-LEVELS logo and the tagline 'THE NEXT LEVEL QUALIFICATION'. Below the header, there is a welcome message and a list of resources. A sidebar on the right contains a section titled 'MANAGE YOUR CENTRE CONTACTS' with a description and a 'Find Out More' link. Below this is a 'T LEVELS' section with a dropdown menu for 'Providers' and links for 'Learners', 'Foundation year', 'Resource Hub', 'Events and webinars', and 'FAQs'. At the bottom, there is a 'Contact us' section with the 'Centre Support team' email address.

Home > T Levels > Resource Hub

Resources and support hub

Welcome to the Resource and Support Hub for T Level Technical Qualifications.

Here you'll find a range of teaching, learning and planning resources for tutors as well as information and support regarding approval, quality assurance, registration, bookings, timelines, fees and communications for all staff.

- Response to consultation regarding key dates for 2026-2027
- Approval and quality assurance
- Specifications and centre documents
- Key dates: 2024-2025
- Key dates: 2025-2026
- Key dates: 2026-2027
- Teaching, learning and planning resources
- Curriculum delivery planners
- Tutor resources
- Registration, bookings and results
- Assessment guidance
- Quality delivery portal
- Moderation portal
- Post-results services
- Fees

MANAGE YOUR CENTRE CONTACTS

Find out how to update or maintain your centre staff list, including the details of your Senior Designated Contacts (SDCs) through Walled Garden.

[Find Out More >](#)

T LEVELS

- Providers
- Learners
- Foundation year
- Resource Hub
- Events and webinars
- FAQs

Contact us

Centre Support team:
E: customersupport@cityandguilds.com

<https://www.cityandguilds.com/tlevels/providers>

Resources & Support

Our dedicated Management & Administration T Level page hosts:

- Sample Core Theory Papers
- Moderators reports
- Enlarged past question papers
- Exam Guides
- Sample Employer Set Projects
- Specification
- GSEMS (Guide Standard Exemplification Materials) for all the Occupational Specialisms at both Pass and Distinction grade



The screenshot shows the City & Guilds website. At the top is the City & Guilds logo. Below it is a navigation bar with links: ABOUT, OUR OFFER, QUALIFICATIONS (highlighted), APPRENTICESHIPS, TECHNICALS, T LEVELS, RECOGNITION, QUALIFICATION DELIVERY, and INTERNATIONAL. Below the navigation bar is a search bar with the text 'Search the site:' and a 'SEARCH' button. Below the search bar is a breadcrumb trail: Home > Qualifications > Business Skills > Business, Admin and Public Services > T Level Technical Qualification in Management and Administration. The main heading is 'T Level Technical Qualification in Management and Administration (8715)'. Below the heading are two tabs: INFORMATION (selected) and DOCUMENTS. To the right of the tabs is a 'Last Updated: 21 Mar 2024' date. The main text describes the qualification, its aims, and the requirements for learners. To the right of the main text is a sidebar with sections: 'Explore our wider maths & English offer' (with a 'FIND OUT MORE' button), 'For Learners' (with a 'FIND A CENTRE' button), and 'Related Qualifications' (with links to '> (J5528) Business Administration' and '> (4428) Business and Administration').

Free promotional material from the Department for Education



Need further support?

For further support on the Management & Administration T Level, please contact Dom Green at City & Guilds

Dominic.Green@CityandGuilds.com





T-LEVELS

About City & Guilds

City & Guilds is the global skills partner, empowering people, organisations and economies to develop the skills they need for growth. With almost 150 years of trusted expertise, we support people into work, help them develop on the job and move into the next job.

We work with Governments, employers, training providers, colleges and industry stakeholders to design and deliver high-quality training, qualifications, assessments and credentials that lead to meaningful career progression. We understand the life changing link between skills development, social mobility and success. Our solutions span critical sectors including construction, engineering, transport, energy and electrical, serving over 1 million learners annually.

Through our comprehensive portfolio of brands and trusted global network, we set industry-wide standards for technical, behavioural and commercial skills to improve performance and productivity. We believe you can achieve your potential - and we're here to help make it happen.

City & Guilds Training, Gen2, Intertrain, ILM, Kineo and The Oxford Group brands are all a part of City & Guilds.

For further information please visit cityandguilds.com/about-us

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