

Business and Management

Business: Management and Administration Level 3 T Level

In Brief

Start Date / Duration

This course will commence in September 2025 and will take two years to complete.

Entry Requirements

- You will need to hold five GCSEs at grade 4 or above including English and Maths.
- Must be below the age of 19 at time of enrolment.

You will achieve

Level 3 Management and Administration T Level.

Course Overview

This Management and Administration course is ideal if you want to develop your knowledge of the management and administration sector and work in roles such as Administration Assistant, Supervisor or Office Manager.

T Levels [<https://www.barnsley.ac.uk/courses/all-about-t-levels/>] combine technical knowledge, practical skills specific to management and accountancy and an industry placement, equipping you with the knowledge and skills employer's desire.

Course Content

To achieve this qualification, you'll need to complete two components: a Core Component and an Occupational Specialism.

Core Components include:

- Business behaviours
- Business context
- Finance
- People
- Policies and procedures
- Project and change management

- Quality and compliance

Specialism Module

In addition to the core content, you will also complete a module of an occupation-specific content. The specialism module in the T Level in Management and Administration is:

- Team Leadership and Management

Employer Set Project

The employer-set project ensures you have the opportunity to combine core knowledge and skills to develop a substantial piece of work in response to an employer set brief. The employer-set project forms part of the Technical Qualification and is a separate part of the T Level programme to the Industry Placement.

How will I be assessed?

You will be assessed by completing a written examination and an externally set project.

In addition, you must complete an industry placement, lasting a minimum of 315 hours.

What Equipment Will I Need?

All equipment will be provided.

Where will I study?

Old Mill Lane campus
Church Street
Barnsley
S70 2AX

What can I do next?

You will be able to progress to Higher Education to study a university-level course or a Higher Apprenticeship. Alternatively, you may choose to enter skilled employment directly in Business Administration or Management.

See what careers are available in the Business

[<https://www.barnsley.ac.uk/app/uploads/2023/01/Business-page0030.pdf>] sector. Use our online careers tool, Career Coach [<https://barnsley.lightcastcc.com/?radius=®ion=Barnsley>] , to find out what your next steps could be.

How much does the course cost?

16 – 18 year olds

Full-time Barnsley College students aged 16-18 years old do not have to pay tuition fees.

Extra information

Contact the Information Unit

For further information please contact our friendly Information Team on +44 (0)1226 216 123 or email info@barnsley.ac.uk [<mailto:info@barnsley.ac.uk>]

Want to join Barnsley Sports Academy and Honeywell Sports Village?

Barnsley College has a range of sports opportunities for all students to take part in, gain professional training and compete nationally and internationally. We also have a state-of-the-art fitness village, Honeywell Sports Village [<https://www.barnsley.ac.uk/shops-services/honeywell-sports-village/>] where students can make use of our fitness suite, spinning studio and classes for competitive rates. You don't have to be studying sport to get involved in the Sports Academy [<https://www.barnsley.ac.uk/barnsley-sports-academy/>].

Additional Learning Support

Our Additional Learning Support team can provide you with the support you need. Call 01226 216 769 for further information.

English and Maths

Having good English and Maths qualifications are important for most careers and we want to give you the help you need to succeed.

If you are aged 16 – 19 and don't hold a grade C/4 or above in GCSE English and Maths, you will automatically be included in your study programme. If you want to work towards achieving a higher grade in English and Maths, we can help you do that too and we offer Level 3 Mathematical Studies (Core Maths) which can be added to your study programme.

If you're aged 19 or above and don't hold a grade C/4 or above in GCSE English and Maths we can help. We offer FREE English and Maths qualifications that can be studied on a part-time basis, subject to eligibility.

If you need any further information, please contact our Information Team by calling 01226 216 123 or emailing info@barnsley.ac.uk [<mailto:info@barnsley.ac.uk>]

Disclaimer

Please note we reserve the right to change details without notice. We apologise for any inconvenience this may cause.

Last updated: 9th January 2025

Want to apply?

Visit <https://www.barnsley.ac.uk/apply> to get started

Call us on **01226 216 123**