

# T Level Provider Welcome Webinar Business and Administration

(Management and Administration  
Pathway)

November 2020



# Who we are



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# What are T Levels and Technical Qualifications?



T Levels will become **1 of 3** major options when a student reaches Level 3

## Key principles

To ensure the skills system responds to the changing labour market, employers, providers and other partners need to be involved in both design and delivery.

**Co-creation:** shaping occupational standards and designing wider T Level content.

**Co-delivery:** employers offering industry placements to T Level students so they can apply the knowledge and skills they have learnt in college.

# T Level programme composition

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

## CORE

20-50% Total TQ time

**Graded A\* - E**

**Core 1** Concepts & theories

**Core 2** Transferable/Core skills

Assessment:

- External exam
- Substantial employer set project

## 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:

- Synoptic practical assignment(s)

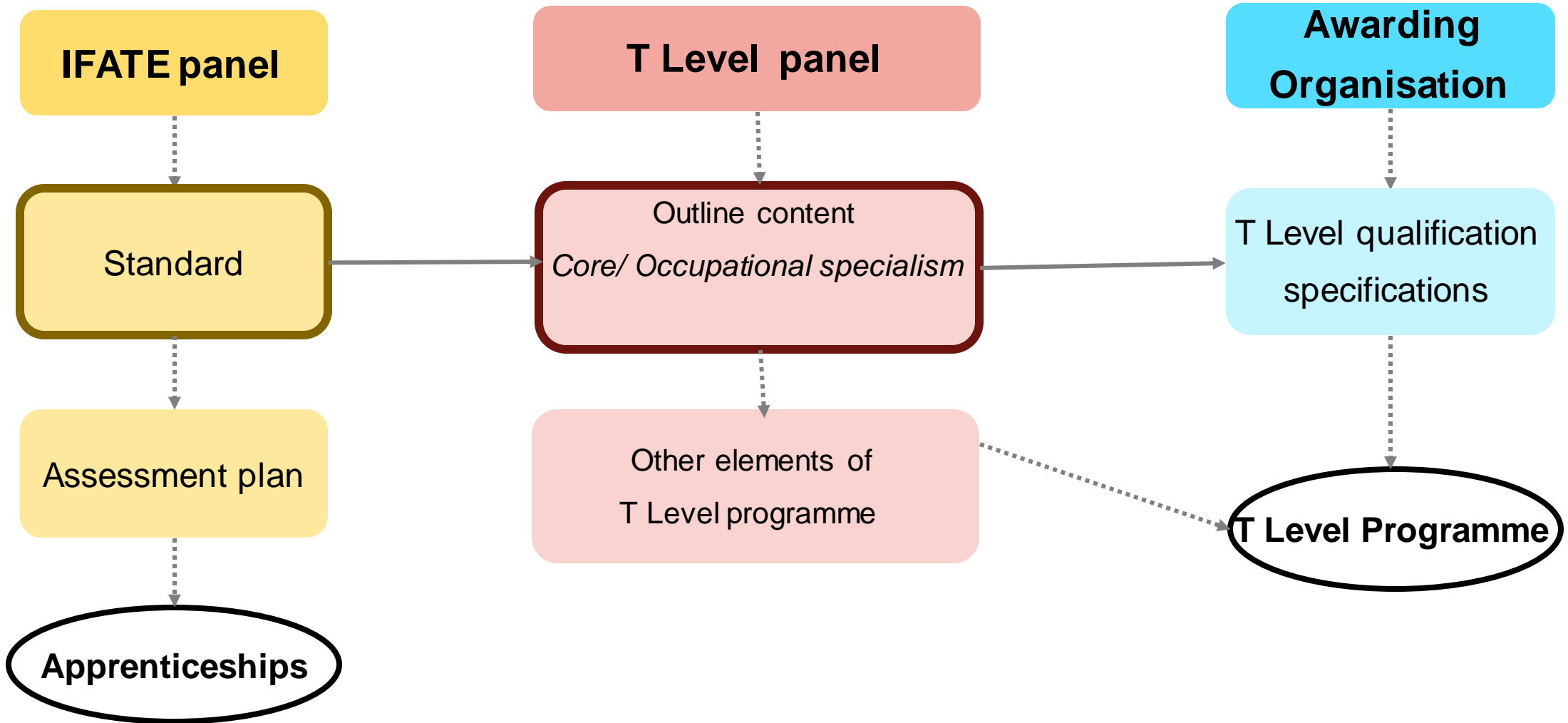
**WORK  
PLACEMENT**  
315-420 hours  
Min 45-60 days

**Maths, English  
and digital skills**  
GCSE or  
Functional Skills  
Level 2

**LTP**  
(other  
requirements set  
by T Level panel)

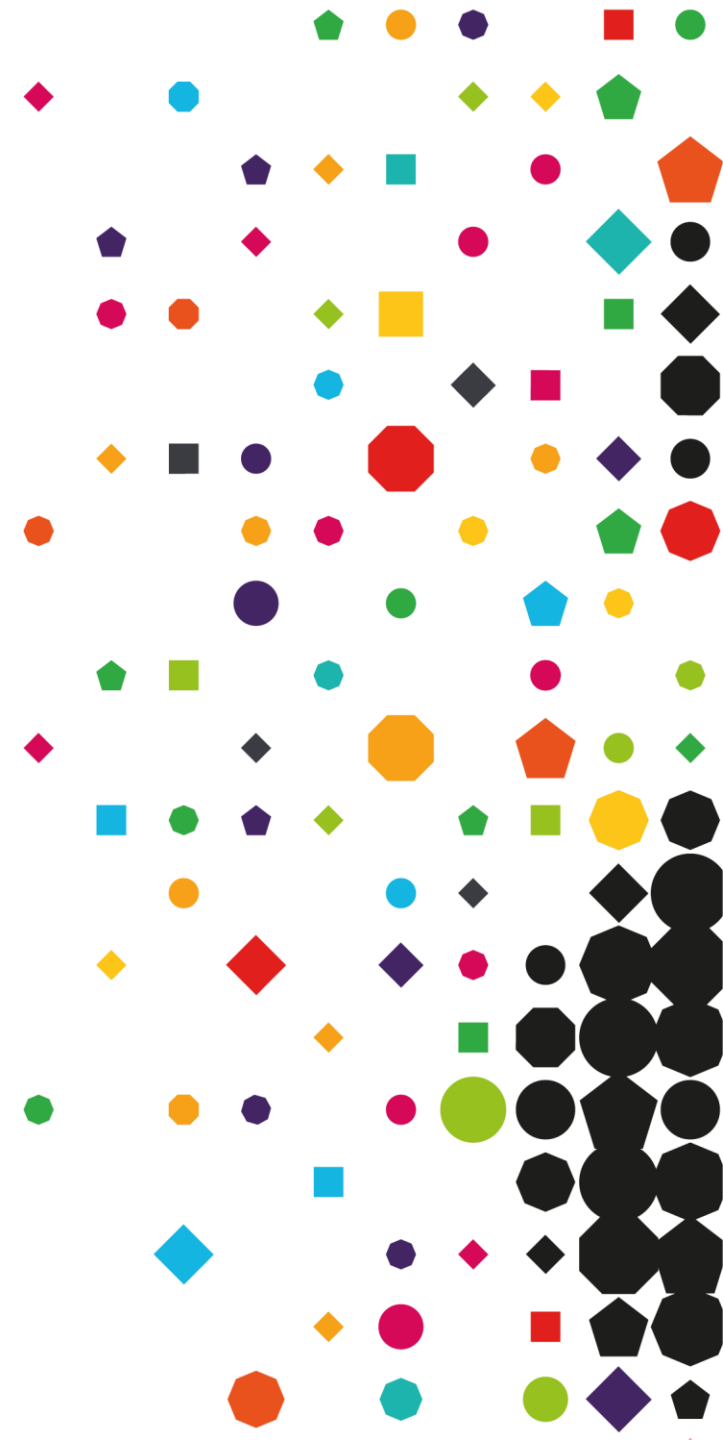
**Enrichment  
and tutorial  
time**

# Standards to T Level development and relationship to apprenticeships



# Key Facts about T Levels

- One winning Awarding Organisation (AO) per pathway – tendering process to win five-year contract
- Eligible providers must be approved by DfE in the first instance
- Each TQ is based on content developed by an employer panel
- The Institute are the certificating authority and own the IP not the AO
- The winning AO is the development and assessment partner and do not produce a certificate for the learner
- T Levels are a programme not a qualification.



# Technical Qualification overview for Business

## Business & Administration Core component

Pathway: Management and Administration

Business  
improvement

Team  
leadership &  
management

Business  
support

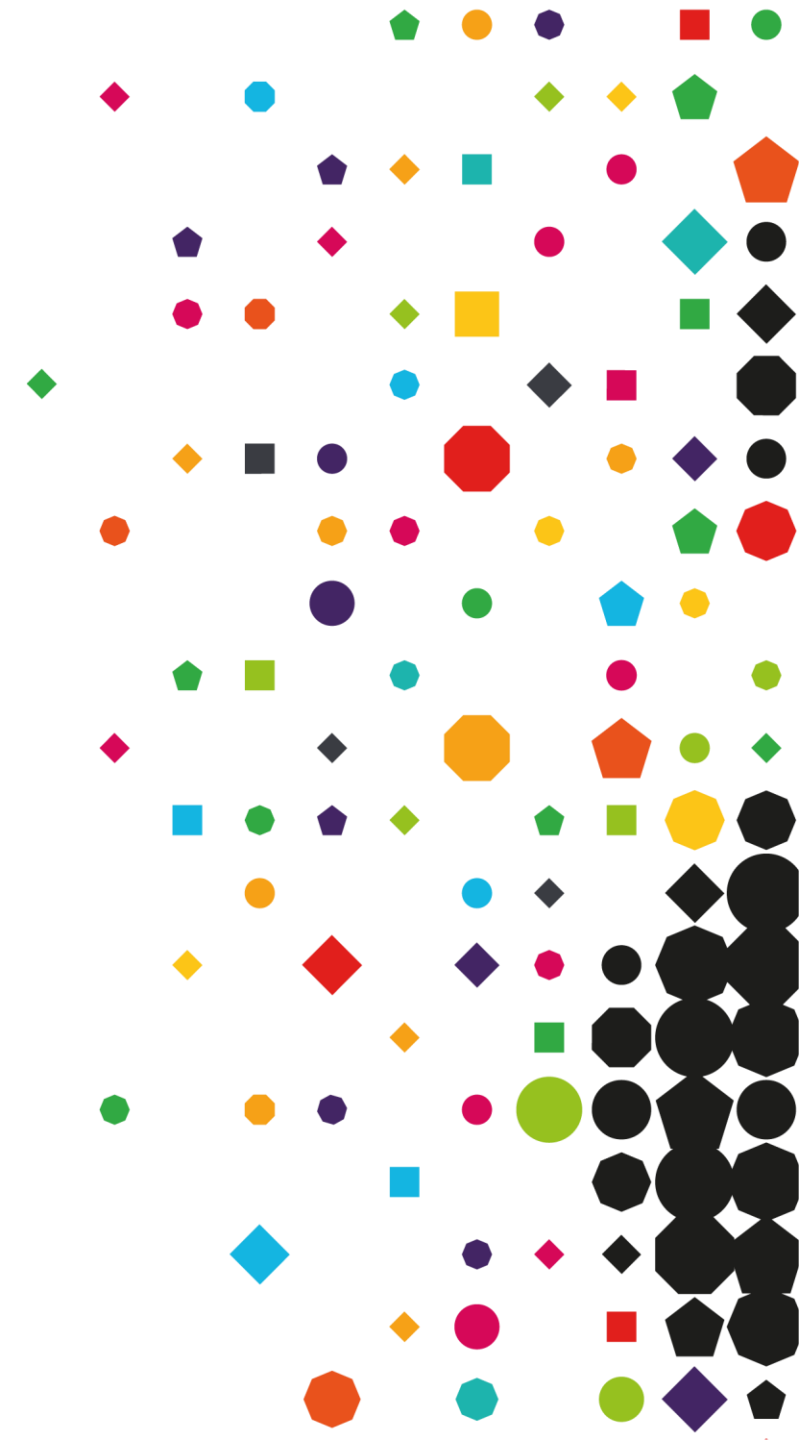
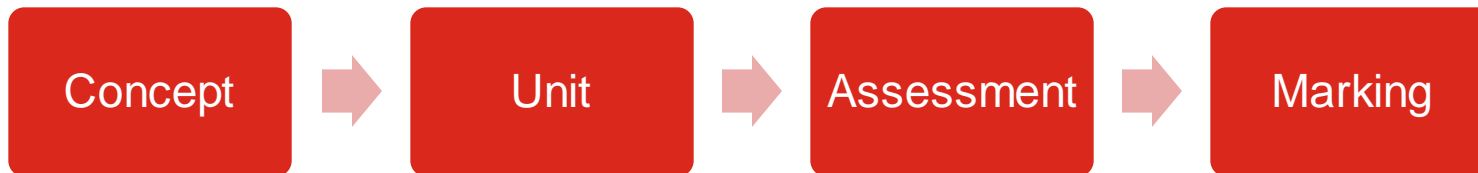
Information  
management

**Learners must complete;**

- Business & Administration core
- one occupational specialism

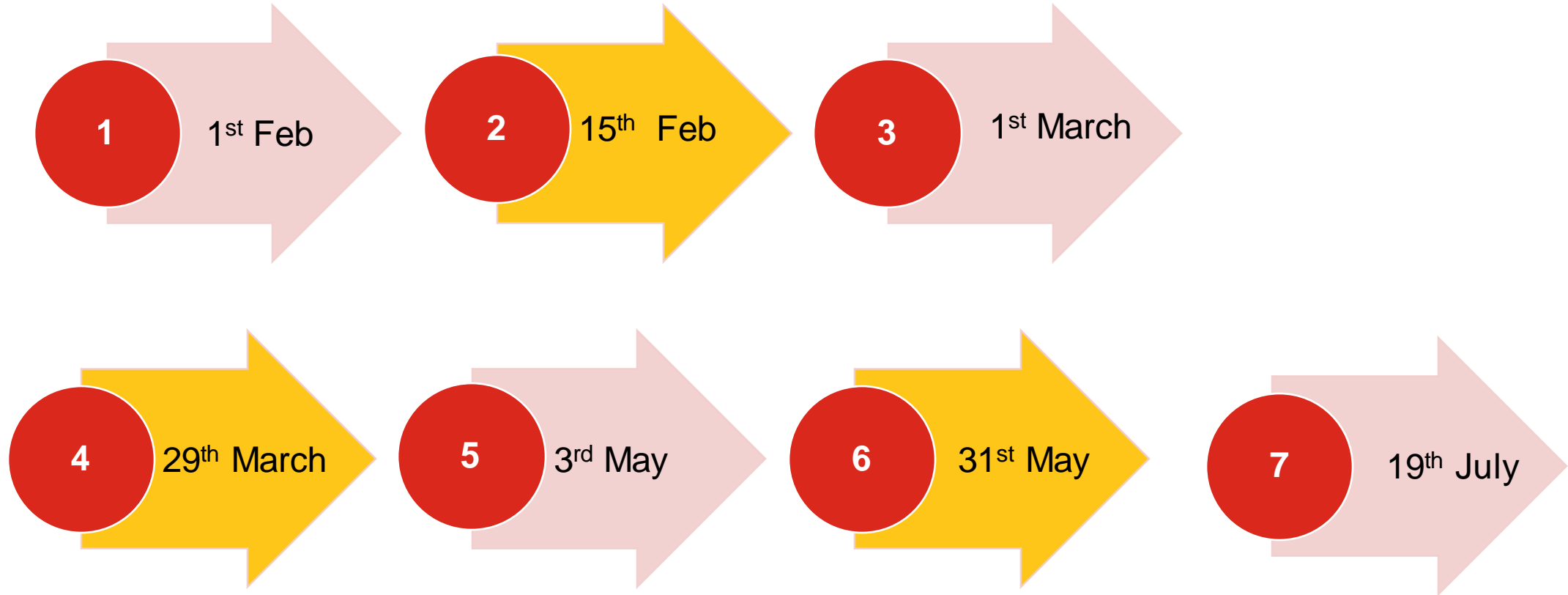
# Our approach to design and development

- Employer focused
- Dynamic and flexible
- Consideration of the average learner
- Consideration of Special Educational Needs (SEN)
- Constructive Alignment





# Key Milestones for TQ Development



# Working towards Milestone 1

Key development activities:

Development of specifications

**Amplification of content**

**Weighting of core vs Occupational Specialism**

**Proposed GLHs for TQ**

**Consultation with Special Educational Needs experts**

**Work with Subject matter experts**

**Confirm queries with T level panel**

**Validation of TQ content with employers**

**Validation of TQ content with providers**



# Working towards Milestone 1

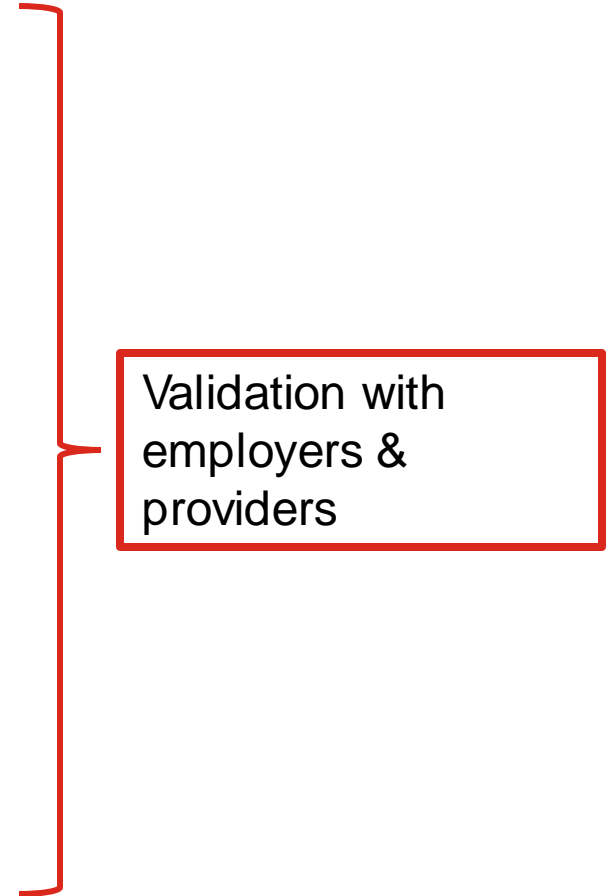
Key development activities:  
Assessment design & delivery

Approach to assessment  
*(Spec, coverage, duration)*

Delivery guidance  
*(conditions of assessment)*

Indicative assessment materials

Draft overarching strategy





**We need consultants to help us develop the Technical Qualification.**

**We need  
subject  
matter  
experts**



# Get Involved-Make a difference

It is critical for the success of T levels that we ensure the Technical Qualification (TQ) is fit for purpose, aligns to employer needs and allows progress for a young person to make informed choices.

We need employers, providers with specific specialist knowledge to get involved, be part of the future. See it shape to meet the needs of the sector but ensure its manageable to deliver and supports the new landscape and vision within the echo system of Technical Education.

You can get involved in:

- Writing content
- Developing assessment materials
- Reviewing
- Validation

# Working with us

We're keen to work with sector specialist groups, we value your input and want to understand the best ways of working with you.

- We can be flexible with dates and means of communicating, we just want to ensure your input is gained.
- *Under current circumstances our development is completed virtually.*

Get in touch, send an email to:

- **[qualdevelopment@cityandguilds.com](mailto:qualdevelopment@cityandguilds.com)**

# Support & Guidance

## Ready to Support eligible providers and stakeholder engagement

- Updated webpage for T Levels
- Timeline
- Provider focus groups
- Employer Industry Boards
- e-bulletins
- Draft specification
- Dedicated Technical Advisors

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

**T Levels - Technical education**

Home > T Levels

**The new standard for Technical Education**

We're delighted to announce that we have been awarded the contract to be the delivery partner for the second wave of the T Levels in Construction by the Institute for Apprenticeships and Technical Education (IFATE) and the Department for Education (DfE).

In collaboration with [Excellence Achievement and Learning \(EAL\)](#), we will be offering the Technical Qualification for T Level in Construction: Building Services Engineering and On Site Construction starting from September 2021 (England only).

[READ THE PRESS RELEASE >](#)

**T LEVELS**

- Employers
- Providers

**T Levels timeline**  
Timeline with key activities.

**Engineering and Business T Levels timeline 2020-2022**

City & Guilds: [cityandguilds.com/tlevels](http://cityandguilds.com/tlevels)  
Walled Garden: [walled-garden.com](http://walled-garden.com)

2020				2021	
September	October	November	December	January	February
	<b>News update wave 3</b> T Levels bid announcement (England only)	<b>Launch webinar</b> Providers webinar	<b>Technical Qualification development</b> TQ development phase - employer and provider validation panels	<b>Provider webinar</b> Content review webinar for first draft documents	<b>Factbooks</b> T Levels assessment activities for providers, learners and parents
	<b>What you need to know now</b> Customer support helpdesk Frequently asked questions (FAQs) Checklist of activities and timelines	<b>Start development of Technical Qualifications</b> Technical Qualification (TQ) development phase - employer and provider content finalisation		<b>Newsletter</b> Quarterly e-bulletins	<b>Technical Qualification development</b> TQ development phase - employer and provider validation panels
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2021					
March	April	May	June	July	August
<b>Webinar</b> Feedback on the TQs in Engineering and Business	<b>Technical Qualifications development</b> TQ development phase - Draft documents shared with providers	<b>Quality approval preparation</b> Providers webinar - to support approval process	<b>Update events</b> Provider support networks - delivered by technical experts and industry partners	<b>Update events</b> Provider support networks - delivered by technical experts and industry partners	<b>Quality approval</b> Providers webinar - to support approval process
<b>Technical Qualification development</b> TQ development phase - employer and provider validation panels	<b>Newsletter</b> Quarterly e-bulletins	<b>Technical Qualification development</b> TQ development phase - employer and provider validation panels	<b>Technical Qualifications development</b> TQ development phase - final employer and provider validation panels	<b>Newsletter</b> Quarterly e-bulletins	
				<b>Technical Qualification submission to Ofqual/IEE</b> Final stage of TQ submission	

**If you have any questions please contact us:** [E: Technical.quality@cityandguilds.com](mailto:Technical.quality@cityandguilds.com)  
T: 0300 303 5352

September 2020



# Questions and Answers



# Thank you

