

# Business and Management

## Business: Business and Administration T Level Foundation Level 2

### In Brief

#### Start Date / Duration

This course starts in September and takes one year to complete.

#### Entry Requirements

Two GCSEs at grade 4 or above plus English at grade 3 or above.

#### You will achieve

### Course Overview

The T Level Foundation Programme is a preparatory programme for Level 2 students who aspire to progress onto a T Level. This course is ideal if you want to develop your knowledge and skills of business, administration and management. You will also gain valuable work experience.

### Course Content

You will study three units:

- Assessing the success of businesses
- Planning for business change
- Supporting a team to implement business processes

#### Assessing the success of businesses

This unit focuses on financial and non-financial approaches to measuring business success. It provides a purposeful context for the introduction of fundamental business knowledge in particular relating to finance but also the concept of quality (and compliance) and the perspectives of different stakeholders.

You will develop knowledge in:

- Business context
- Quality and compliance
- Information and data

- Finance

You will develop skills in:

- Communication
- Finance
- Numeracy
- Digital

You will develop the following behaviours:

- Attention to detail
- Integrity

## **Planning for business change**

This outcome focuses on change and how businesses identify opportunities for change and set projects to implement change. As such, it provides a purposeful context for the introduction of fundamental business knowledge in particular relating to project and change management as well as the wider business context.

You will develop knowledge in:

- Business context
- Change management
- Project management
- Information and data
- Statistics

You will develop skills in:

- Analysis
- Investigation
- Planning
- Communication
- Numeracy

You will develop the following behaviours:

- Self-confidence
- Self-awareness
- Self-reflection
- Enterprising

## **Supporting a team to implement business processes**

This outcome focuses on content related to people as employees and the business processes and administrative practices used to support them effectively. It provides a purposeful context for the introduction of fundamental business knowledge in particular relating to people and the legislative and policy-based framework in which they work.

You will develop knowledge in:

- Legislation, regulation and policymaking
- People
- Business systems and processes

You will develop skills in:

- Communication
- Evaluation
- Records
- Decision-making
- Digital

You will develop the following behaviours:

- Self-confidence
- Self-awareness

## How will I be assessed?

Assessment is through a portfolio of evidence.

## What Equipment Will I Need?

You will need a pen and notebook.

## Where will I study?

Old Mill Lane campus  
Church Street  
Barnsley  
S70 2AX

## What can I do next?

You can progress onto the T Level in Management and Administration [<https://www.barnsley.ac.uk/course/business-t-level-technical-qualification-administration-and-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=&region=Barnsley>], to find out what your next steps could be.

## How much does the course cost?

This course is fully funded. This means there's no cost to you.

## 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) [mailto:info@barnsley.ac.uk]

### Want to join Barnsley Sports Academy and the 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/our-departments/sport/sports-academy/>].

### Additional Learning Support

Our Additional Learning Support team can provide you with the support you need. Please contact them on +44 (0)1226 216 769.

### 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 already have a grade C/4 or above in GCSE English and Maths they will automatically be included in your study programme. If you want to work towards higher grades in English and Maths we can help you do that too.

Need a higher level Maths qualification? We offer a [Level 3 Mathematical Studies \(Core Maths\)](#).

This can be added to your study programme.

If you need any further information, please contact our friendly [Information Team](#).

### Disclaimer

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

**Last updated:** 6th December 2023

### Want to apply?

Visit <https://www.barnsley.ac.uk/apply> to get started  
Call us on **01226 216 123**