

VENUE AND DURATION OF COURSE:

East Surrey College, Gatton Point, London Road, Redhill, RH1 2JX, 2 years Full-time.

ENTRY REQUIREMENTS:

5 GCSE grade A*-C (9-4) including English, Maths and IT/Computing or BTEC Level 2 Diploma /Extended Certificate Merit/Distinction in Business and GCSE grade A*-C (9-4) in English & Maths.

Students over 19 without these qualifications, but with relevant work experience, will be considered for the course. All applicants will have an interview and applicants may also be required to take a literacy and numeracy assessment.

The typical student will likely have:

- a clear idea as to the industry sector they wish to pursue as a career
- an idea of the type of job role they'd like to explore as a career
- taken an active choice not to pursue an Apprenticeship (either due to lack of availability or the wish to remain in full-time education).

WHAT QUALIFICATIONS WILL I GET?

At the end of the Technical Qualification, students are expected to demonstrate threshold competence, which means that they have gained the core knowledge and skills related to project management, business behaviours and quality compliance related to public and private sector organisations and are well placed to develop full occupational competence with additional development and support once in employment in the Business sector.

COURSE DESCRIPTION:

Equivalent to three A Levels, this T Level in Digital Business Services will give you the skills, knowledge and experience to progress into a variety of careers within the Business and IT sector. This course is suitable for anyone wanting a career in Business, specifically in areas such business support and leadership and management. During the course, you will develop the core knowledge and skills needed for entry into a range of business occupations by looking at organisational culture, governance in business, project and change management, business behaviours and social communication styles as well as quality and compliance measures in public and private sectors. You'll also spend 9 weeks minimum working with an employer on an industry placement.

The technical qualification is split into 2 component parts:

- 1. Core component**
The knowledge and underpinning concepts, theories and principles as well as core skills for the business sector.
- 2. Occupational Specialism: Business Support, Business Improvement and Team Leadership/Management**
The occupational specialism provides students with knowledge and skills required to enter employment or further study in the specific occupational area.

UNITS/TOPICS COVERED:

Students will learn about the following topics:

Core Skill A (CSA) Business and commercial awareness
Core Skill B (CSB) Project Management
Core Skill C (CSC) Communication: using a range of communication methods tailored to the audience
Core Skill D (CSD) Working collaboratively with others

• Core Skill E (CSE) Applying a logical approach to problem solving, identifying and resolving issues, recording progress and proposing solutions
• Core Skill F (CSF) Undertaking research
• Core Skill G (CSG) Reflective practice

TYPE OF ASSESSMENT:

You'll be assessed through a variety of methods including exams, practical projects set by employers, case studies, presentations and externally examined coursework tasks.



Year one includes:

Two externally set exams covering knowledge from the Management and Administration core (component 300). The exams provide sufficient sampling of the content and consist of a mixture of short answer questions (SAQs), some of which will be structured, and extended response. The balance of questions in assessing across assessment objectives (AOs) 1, 2 and 3 will allow for the appropriate differentiation of learners to support the reliable setting of boundaries.

One employer-set project covering knowledge and skills from the Management and Administration core (component 300). The employer-set project will consist of a well-defined, real industry-style brief. The brief will be complex and non-routine, and will require the use of relevant maths, English and digital skills. The brief will provide a valid context for the Level 3 learner to demonstrate their knowledge and understanding of the core content and their core skills to solve occupationally relevant situations and/or problems.

Year two includes:

One occupational specialism, Business Support. These assessments will feature a considerable practical element and are composed of a series of holistic practical tasks relating to the specialism at hand. They will take place over a period of time, scheduled at the provider's preference within an approximate three-month assessment window. By nature of the considerable practical elements, the tasks will generate significant ephemeral evidence and be heavily reliant on Internal Assessor observation notes and records for validation.

EQUIPMENT NEEDED:

- Pens
- Paper
- Folders

WHERE CAN IT LEAD?

The jobs available to the students will be based on their individual abilities in the digital sector and will be supported by their achievement of this qualification. Following successful completion of this T level, you could go on to a career in:

- Business Administrator
- Supervisor
- Admin Assistant
- Sales Administrator
- Office Manager
- Indexer
- Civil Service Officer
- Court Administrator
- Manufacturing Supervisor

You can also use this T Level to do a related higher-level apprenticeship or go onto a higher technical level of study such as university.

COURSE FEE:

If you are under 19 on 31/08/2023, tuition is free. If you are 19 or over, please consult Client Services for advice and guidance on funding and eligibility. Please be aware that there may be additional costs for equipment and educational visits. This information will be available from the curriculum staff at interview.

WHAT TO DO NEXT:

If you have any outstanding queries please contact our Client Services team on 01737 788444 or at clientservices@esc.ac.uk. To apply online for this course please visit www.esc.ac.uk.

Disclaimer:

Every effort has been made to ensure that the details contained in this leaflet are up-to-date and accurate at the time of printing. However, the College reserves the right to alter or cancel courses, their content, entry requirements, fees or other details should circumstances dictate.

Should you require this leaflet in a different format please contact Client Services on 01737 788444.

