

## 6a. T Level in Management and Administration

### **The Progression Profile**

This T Level has three occupational specialisms: Business Improvement, Team Leadership/ Management, and Business Support.

For these occupational specialisms, there are progression pathways into apprenticeships, education and work.

The T Level is based on an occupational standard. The occupational standard will have an apprenticeship option, which is referred to in the profile as the 'relevant apprenticeship'.

For some apprenticeships, in particular the relevant apprenticeship, a learner may have covered the content to a high level. They will not need to complete the apprenticeship in this step, this is noted as 'not applicable'. An apprenticeship may also be shortened due to recognised prior learning (RPL), this is noted as accelerated. Links to the mapping have been included which detail the areas in need of further development before full competence is reached in that occupation.

For work, whilst some roles may be accessed after completing the T Level, others are available after further training and gaining more experience.

Please see below, the progression options for this occupational specialism.

### **1. Business Improvement Occupational Specialism**

For **apprenticeships** at level 3, the relevant apprenticeship is the [Improvement Technician \(not applicable\)](#). Other level 3 apprenticeships include [HR Support](#), [Assistant Accountant](#), [Digital Marketer](#) and [Team Leader or Supervisor](#)

At level 4, there are the [Improvement Practitioner](#), [Policy Officer](#), [Quality Practitioner](#), [Regulatory Compliance Officer and Community Energy Specialist](#), [Corporate Responsibility & Sustainability \(CR&S\) Practitioner](#), [Junior Management Consultant](#) and [Data Analyst](#) apprenticeships.

At level 5 there is the [Improvement Specialist](#) apprenticeship.

At level 6, there is the [Chartered Manager \(degree\)](#) apprenticeship.

At level 7, there is the [Sustainability Business Specialist](#) apprenticeship.

For **education**, degree options may include Business Finance, Business Management, Business & Management with Accounting & Finance, Business & Management (Finance), and Business & Management (Economics).

For **work**, career progression could include: Business Improvement Co-Ordinator, Continuous Improvement Executive, Process Technician, Operational Excellence/Lean Engineer, Lean Six Sigma Yellow belt, Quality Control Analyst,

Associate Project Manager, Business Improvement Support Analyst, Public Service Officer/Civil Servant.

## **2. Team Leadership/ Management Occupational Specialism**

For apprenticeships at level 3, the relevant apprenticeship [Team Leader or Supervisor](#) is being revised. Further information will be added once the revisions are finalised. Other level 3 apprenticeships include [HR Support](#), [Assistant Accountant](#) and [Digital Marketer](#).

At level 4, there are the [Associate Project Manager](#) and [Dental Practice Manager](#) apprenticeships.

At level 5 there is the [Operations or Departmental Manager](#) apprenticeship.

At level 6, there is the [Chartered Manager \(degree\)](#) apprenticeship.

At level 7, there is the [Sustainability Business Specialist](#) apprenticeship.

For **education**, degree options may include Business Finance, Business Management, Business & Management with Accounting & Finance, Business & Management (Finance), and Business & Management (Economics).

For **work**, career progression could include: Supervisor, Team leader, Project officer, Shift supervisor/manager, Foreperson, HR support officer, Manager, and Line manager.

## **3. Business Support Occupational Specialism**

For apprenticeships at level 3, the relevant apprenticeship [Business Administrator](#) is being revised. Further information will be added once the revisions are finalised. Other level 3 apprenticeships include [HR Support](#), [Assistant Accountant](#), [Digital Marketer](#) and [Team Leader or Supervisor](#).

At level 4, there are the [School Business Professional](#), [Revenues and Welfare Benefits Practitioner](#), [Data Protection & Information Governance Practitioner](#), [Information Manager](#), [Data Analyst](#) and [Associate Project Manager](#) apprenticeships.

At level 5 there is the [Operations or Departmental Manager](#) apprenticeship.

At level 6, there is the [Chartered Manager \(degree\)](#) apprenticeship.

For **education**, degree options may include Business Finance, Business Management, Business & Management with Accounting & Finance, Business & Management (Finance), and Business & Management (Economics).

For **work**, career progression could include: Business Administrator, Management, Senior Support Roles, Customer Services Manager, Project officer, HR support Officer, and Civil Servant.

