

T Level Management & Administration – Year 12 Curriculum Map

	Autumn 1 (Sept-Oct)	Autumn 2 (Nov-Dec_	Spring 1 (Jan–Feb)	Spring 2 (Mar–Apr)	Summer 1 (May)	Summer 2 (June–July)
Topic	Unit 1 : Business Context Unit 2: People See below for topic details	Unit 1 : Business Context Unit 2: People See below for topic details	Unit 6: Project & Change Unit 4: Finance See below for topic details	Unit 6 (complete) Unit 4 (complete) Unit 7: Business Behaviours Unit 3: Quality & Compliance Unit 5: Policies & Procedures Employer Set Project: ESP Window 30 March – 8 May 2025 See below for topic details	Complete Unit 7: Business Behaviours Complete Unit 5: Policies & Procedures Core exam revision See below for topic details	Core Exam & Industry Placement Exam Dates Unit 1: 2 June 2025 Unit 2: 9 June 2025 See below for topic details

Assessment	Emerging digital technologies	Organisational culture & values and Communication methods & channels	Stakeholder briefing or “case for change” presentation + reflection	Learners will complete a workplace communication task and respond to a case study on integrity and trust in the workplace.		
Link with T Level Skills and AOs	All units develop the core Assessment Objectives (AOs) for the T Level in Management & Administration: • AO1 Knowledge & Understanding: Students demonstrate knowledge of organisations, people, finance, compliance, projects, and behaviours. • AO2 Application: Students apply knowledge to unfamiliar contexts through case studies, project scenarios, and problem-solving tasks (e.g. finance calculations, stakeholder analysis). • AO3 Analysis: Students interpret business data, identify causes and effects, and explore the impact of decisions (e.g. SWOT/PESTLE analysis, evaluating change models). • AO4 Evaluation: Students make reasoned judgements and justify recommendations (e.g. comparing change management models, ethical dilemmas). • AO5 Skills: Students show professional behaviours including communication, teamwork, and resilience (particularly Units 6 & 7).					
Careers	Units are directly mapped to careers in business administration, project management, HR, finance, compliance, and management consultancy.					

	☐ Guest speakers and case studies highlight pathways such as HR advisor, finance officer, quality auditor, project coordinator, business analyst. ☐ The Employer Set Project (ESP) mirrors real workplace challenges and develops readiness for industry placements. ☐ Explicit links are made to transferable employability skills — communication, organisation, problem-solving, and decision-making — which support progression into higher education, apprenticeships, and professional roles.
Enrichment/ Wider curriculum	Industry Placement provides real-world experience, developing behaviours and skills in authentic business contexts. Enrichment activities include employer visits, guest lectures, business simulations, and participation in enterprise projects. Wider curriculum links with Maths (data, finance), English (reports, presentations), and Digital (spreadsheets, online research) are embedded across units. Opportunities for professional accreditation tasters (e.g. Prince2, CIPD awareness) and exposure to wider themes such as sustainability, corporate responsibility, digital transformation. Students develop cultural capital through exploring how organisations operate in different sectors and the ethical considerations of global business.

T Level Management & Administration – Year 12 Curriculum Map

Term	Mr Turner and Ms Taylor	Mr Samuels and Mr Manning-Joseph
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Autumn 1–2 (Sept–Dec)	Unit 1 – Business Context → finishes by Christmas	Unit 2 – People → finishes by Christmas
Spring 1 (Jan–Feb)	Unit 6 – Project & Change	Unit 4 – Finance
Spring 2 (Mar–Apr)	Unit 6 (complete) → Start Unit 7 – Business Behaviours ESP preparation & completion	Unit 4 (complete) → Unit 3 – Quality & Compliance ESP preparation & completion
Summer 1 (May)	Continue/complete Unit 7 – Business Behaviours	Unit 5 – Policies & Procedures
Summer 2 (June–July)	Core Exams & Core Exams	Core Exams & Industry Placement

Unit Overview:

Unit 1 – Business Context

This is the foundation unit. Students learn how organisations operate within different sectors, their structures, governance, culture, and how external factors (like the economy, politics, technology, sustainability, and ethics) influence business decisions. It sets the wider context for all other units.

Unit 2 – People

Focuses on the role of people in business. Covers recruitment, contracts, employment law, equality, diversity and inclusion, wellbeing, and resilience. Students explore HR practices and management approaches that help organisations build strong, motivated teams.

Unit 3 – Quality and Compliance

Explores the importance of maintaining standards. Students learn about regulatory bodies, audits, accreditation, and quality assurance frameworks. They also cover compliance with laws, codes of practice, and the consequences of failing to meet standards.

Unit 4 – Finance

Introduces business finance. Students learn financial terms, the purpose of accounts, how businesses manage revenue, costs, and profit, sources of finance, and financial reporting. They also work with calculations, break-even analysis, and budgets.

Unit 5 – Policies and Procedures

This is about the “rules of the game” inside organisations. Students learn why policies are developed, how they link to compliance and performance, and how procedures support consistent, safe, and fair practice. They also look at KPIs and how policies are reviewed and improved.

Unit 6 – Project and Change Management

One of the largest units. Students learn the drivers of change, continuous improvement models, and project management tools (like Gantt charts, risk analysis, and stakeholder mapping). They explore change management theories (Kotter, Lewin, ADKAR) and practise applying them to real projects.

Unit 7 – Business Behaviours

Focuses on personal and professional behaviours in the workplace. Covers communication, teamwork, integrity, ethics, self-management, and resilience. Students practise developing the behaviours and attitudes that employers expect, linking strongly to employability skills.

Put simply:

- **Units 1 & 2** → Foundations (organisations & people).
- **Units 3, 4, 5** → Systems (quality, finance, policies).
- **Units 6 & 7** → Application (projects, behaviours, change).