

**C and G T-Level Management and Administration L3**

**Contact your Study Programme Leader Yohan**

**🕿 01293 442200 ext 2356**

**🖂 ydesilva@crawley.ac.uk**

Course details

Course Code: RBUS090F

Duration: Sept ’23 to June ‘25

Campus: Crawley, M block

 **Business**

Welcome to Crawley College



Dear Student

Thank you for choosing to study C and G T-Level Management and Administration L3 at Crawley College. We look forward to working with you over the next couple of years.

Further to your starting information, which outlines your start date & time, below is a brief overview regarding coming to college and preparing to study your course.

T Levels are a brand-new two-year programme choice that follow GCSEs and could give you a head start towards the career you want. It's a smart choice to start your business career and keeps your future options open.

 A T Level is made up of the following components:

* Technical Qualification made up of the Management and Administration Core and an Occupational Specialism in Team Leadership and Management.
* Industry Placement

The first few days of the course will be for induction and enrolment. **Timetables will not be available until this point.** This will give you the opportunity to get to know the other students on the course, as well as your lecturers and your student tutor.

 **Please ensure that on your first day you bring the following:**

1. **Confirmation of your GCSE results – we cannot enrol you without a copy of results so this is essential**
2. A pen, paper & folder
3. If applicable, payment for your course/evidence of benefits.

**PTO**

If there are any trips associated with your course, you will be required to complete any attached consent forms and submit to your course leader during induction week.

***English and Maths***

***NB****: All students aged 16-18 years on a full time course are required to update their English and Maths skills if they do not hold a GCSE grade A/9-C/4 in both subjects. So please be aware that if you do not have these qualifications, you will be required to undertake a GCSE resit (or equivalent qualification) alongside your main programme of study. This is compulsory and not optional. Please be aware that you cannot be awarded for one qualification without passing the other.*

**What you need to bring with you:**

You will need to provide your own pens, paper and files and should bring them to every lesson. An A4 ring binder with ten part dividers would be most useful. You should also buy a pad of A4 hole punched lined paper which you can place into it.

Please feel free to contact us with any questions you may have regarding the above and we will be happy to help.

Best wishes,

Business Dept

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