

Preparation for your T-Level in Management & Administration

Welcome to the T Level in Management and Administration!

There are several things you can do to support your transition to studying in T Level in Management and Administration at Callywith College. The challenges below will introduce some of the key topics, concepts and skills that you will explore throughout the course.

Aim to complete **at least three or four activities**, the purpose is not to complete lots of work, but to start thinking like a business student by becoming more aware of the organisations, brands and decisions that affect our everyday lives.

1. Follow Business News

Spend 10–15 minutes each week reading or watching business news.

Useful sources:

- BBC Business News
- BBC Newsround (Business section)
- Sky News Business
- The Guardian Business
- Business Insider UK

Challenge: Find a business story and explain:

- What happened?
- Which business is involved?
- Who might be affected?
- Why is it important?

2. Research a Successful Business

Choose a well-known company such as Apple, Nike, McDonald's, Amazon, Starbucks and create a one-page profile.

Include:

- What products or services it sells
- Who its customers are
- How it makes money
- Its competitors
- Recent successes or challenges

3. Review Business Advertising

Watch television adverts, social media promotions or online campaigns.

Ask yourself:

- Who is the target audience?
- What message is being communicated?
- How does the advert persuade customers?

4. Analyse a Brand

Select your favourite brand and investigate:

- Its logo
- Target market
- Advertising methods
- Social media presence
- What makes it different from competitors

Consider why customers choose that brand over others.

5. Watch a Business Documentary or TV Programme

Inside the Super brands (Channel 4)

Explores how major brands are built and maintained, useful for studying branding and competitive advantage.

Buy Now! The Shopping Conspiracy (Netflix)

Investigates modern consumerism and retail strategies; encourages discussion around ethics and sustainability.

Undercover Big Boss (ITV)

Senior executives work anonymously within their businesses. Provides insight into organisational structure, employee motivation, leadership & customer service.

Dragon's Den (BBC)

Entrepreneurs pitch business ideas to investors. Excellent for understanding business plans, finance, investment, market research and entrepreneurship.

The Apprentice (BBC)

Candidates compete in business-related challenges. Covers marketing, sales, teamwork, leadership, and entrepreneurship. Useful for evaluating business decisions and leadership styles.

Inside the Factory (BBC)

Explores how everyday products are manufactured. Excellent for understanding operations management, productivity, and supply chains. Episodes cover products such as chocolate, bread, soft drinks, and clothing.

The Founder (Film, 2016)

The story of Ray Kroc and the expansion of McDonald's. Great for studying franchising, business growth, and marketing.

6. Preparation for Industry Placement

A mandatory part of your course is committing to a substantial industry placement. It would be very helpful to start researching potential opportunities in your local area. This is likely to be for 1 day a week during college term dates in addition to a small block of 2 weeks at the end of Year 1, however these details will be finalised when the course commences.