VQA Factsheet

T Level Foundation Course in Business and Administration

Course Information	
Course title:	VQA T Level Foundation Course in Business and Administration
Course type:	Level 2 VQA Endorsed Course (unregulated)
Target audience:	Students aged 16-19 with the potential to progress onto a T Level with the extra support and preparation that an additional year can provide
Guided learning hours (GLH):	150
Grading model:	Pass/Fail
Course fee:	£45

Features of a T Level Foundation Course
Preparation for T Levels: a one-year course, completed as part of a foundation year, designed to provide students with a strong foundation in the knowledge and skills directly relevant to their chosen T Level route, preparing them for level 3 study. **Development of Core Skills:** the course embeds essential English, maths, and digital skills, ensuring that students develop literacy and numeracy skills that are key to academic success and in the workplace. **Workplace Experience:** students will benefit from a work experience opportunity or experience of a simulated work environment, providing an opportunity to apply their learning in a practical context. **Professional Behaviours:** The course introduces students to professional behaviours expected in the workplace, including communication, teamwork, and time management. **Progression Opportunities:** Successful completion of the Foundation Course, together with the other components of the foundation year, will support students to progress to a T Level, apprenticeship, or employment.

Focus of the Business and Administration T Level Foundation Course
• introduces core theories, concepts, and principles from the T Level and its occupational specialisms • develops introductory technical skills in business support, leadership, and supervision • enables flexible delivery across sectors such as finance, retail, travel and tourism, and health to reflect local market and student interests • provides insight into occupations including roles in libraries, event management, manufacturing, financial management and project management.