



CITY AND ISLINGTON
COLLEGE

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Westminster
Kingsway College

The College of
Haringey, Enfield
and North East London



Capital
City
College
Training

Business Support - Business and Administration – T Level

The Business Support Pathway is designed to develop the skills and knowledge required to thrive in the dynamic world of business support and administration. This two-year course combines classroom learning with industry placements to ensure a well-rounded understanding of the subject.

Dive into a comprehensive program developed in collaboration with business leaders and industry experts, ensuring you gain relevant, up-to-date knowledge and skills that employers value.

WHAT WILL I STUDY?

Learning Approach: Students experience a blend of classroom theory and practical learning, including substantial industry placements (totaling 315 hours), providing them with real-world workplace exposure.

- Business Context: Understanding the context in which businesses operate
- Project and Change Management: Learning how to manage projects and navigate organisational changes
- Business Behaviours: Exploring professional conduct and effective communication
- Quality and Compliance: Understanding standards and regulations relevant to business operations

WHAT WILL I NEED?

5 GCSEs at Grade 5 or above including Maths and English.

HOW WILL I BE ASSESSED?

A Passion for Business: Whether you aspire to be an entrepreneur, a business leader, or an administrative expert, our course is the perfect starting point.

Your assessment will be coursework, exams to test your knowledge on industry, and career focused industry placements.

Start Date: 2 September 2024

Duration: 2 Years

Attendance: Full Time

Location: King's Cross Centre

<https://www.capitalccg.ac.uk/wkc/course/course-detail/pdf/40344/>



WHAT WILL IT COST?

AGED 16-18

If you will be aged 16, 17 or 18 on 31st August prior to the start date of your course and you have the legal right to remain in the UK for the duration of your programme then your study with us will be free. Please see [here](#) for the documents you will need to show us.

Some courses will have other associated costs, such as for specialist materials and trips. Many of our students are eligible for financial support, see [here](#) for details.

WHAT CAN I DO AFTER?

This comprehensive program equips students with the practical skills and theoretical knowledge needed to excel in business support roles. Whether assisting with administrative tasks, contributing to process improvement, or leading a team, graduates of this T Level will be well-prepared for the dynamic challenges of the business world.

On completion of this course you can progress onto employment or further study in this field.

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