T-LEVELS
THE NEXT LEVEL QUALIFICATION

STUDENTS: READY FOR YOUR **MANAGEMENT AND ADMINISTRATION** INDUSTRY PLACEMENT

THIS IS YOUR OPPORTUNITY TO STEP INTO THE PROFESSION



Your industry placement is not just something to complete as part of your T Level. It is your first experience of a real workplace, where expectations, behaviours and standards matter.

YOU WON'T BE EXPECTED TO KNOW EVERYTHING

Most roles in management and administration involve supporting how a business runs day to day. This work may not always be visible, but it is essential.

You will be expected to take responsibility, behave professionally, and show that you are ready to learn and contribute.

Employers are giving their time, resources and trust. How you approach your placement will shape the experience you have, how you are remembered and what you learn about your future options.

YOUR RESPONSIBILITY

Your placement is not something that simply happens to you. It is something you take part in and take responsibility for. This means:

- carrying out a little research on the employer/ organisation before placement starts
- arriving on time and prepared
- taking tasks seriously, including routine tasks
- communicating clearly and professionally
- asking questions when needed
- responding to feedback and making changes
- representing yourself, your college or school and the employer positively

If expectations are not met, placements may need to be reviewed, paused or stopped. This is why it is important to ask for help early if something is unclear or not going to plan.

Your industry placement may take place in an employer's workplace, or some of the activity may be completed remotely. This could include working on a small team project, completing tasks linked to an employer brief, or working remotely for the employer in a similar way to other remote workers.

Where activity is completed away from the employer's workplace, this might be from your college or school, home, or another suitable setting agreed with your college or school. Wherever the activity takes place, it is still part of your industry placement. You are expected to take it seriously, communicate professionally, meet agreed deadlines, follow instructions and produce work that reflects the employer's expectations.

WHAT THE ROLE IS REALLY LIKE

Management and administration roles are varied, structured and important. Much of the work involves supporting teams, systems and processes so that a business can operate effectively.

Some tasks may feel routine or low profile at first, but they are part of real work. In many workplaces, accuracy, reliability and attention to detail are what help other people do their jobs well. As your confidence grows, you may also be trusted with more complex tasks that involve judgement, communication, organisation and problem solving.

YOU MIGHT START BY

- organising information or updating records
- supporting meetings, emails or scheduling
- checking documents, data or shared files
- helping with filing, scanning or document control where relevant

AS CONFIDENCE GROWS, YOU MIGHT

- take responsibility for a regular task or tracker
- support reports, data summaries or simple analysis
- prepare draft agendas, minutes or action logs
- respond to straightforward queries with guidance
- follow up actions from meetings or team activity

WHAT THIS HELPS YOU LEARN

- how work flows through a team
- how accuracy affects others
- how to manage time and priorities
- how to communicate in a professional environment
- how administration supports decisions, customers and services

WHAT BEING READY REALLY MEANS

A placement is not the same as being in college or school. You are expected to act as part of a workplace, with greater independence and less direct supervision.

Employers are not expecting you to be technically perfect. They are looking for reliability, attention to detail, communication and willingness to learn.

YOU UNDERSTAND HOW WORK REALLY HAPPENS

Work in management and administration roles is often structured and process driven, supporting how a business operates day to day. You may be working in an office or business environment where tasks need to be completed accurately and on time.

Most students begin by observing and supporting tasks before taking on more responsibility. The important thing is to stay engaged and understand how your work fits into the wider team.

Being ready means understanding that you may need to:

- follow clear instructions and processes
- work independently on set tasks
- manage your time and priorities
- focus on accuracy and attention to detail
- learn by doing as well as observing
- understand that mistakes can affect other people, and raise issues early if you are unsure

If you are unsure what to do, ask. Avoid waiting, guessing or becoming disengaged. Showing initiative is important.

YOU COMMUNICATE AND BEHAVE PROFESSIONALLY

Professional behaviour matters in every workplace. In management and administration environments, communication, reliability and organisation make a significant difference.

You do not need to be perfect, but you do need to be dependable, respectful and willing to communicate.

- following instructions carefully
- asking for clarification when needed
- responding appropriately to emails, messages, phone calls or meetings
- using clear and professional language
- working positively with others
- staying focused and following the workplace approach to phones, headphones, breaks and dress code

WORKING WITH PEOPLE, NOT JUST TASKS

A placement is a human interaction. You may have a supervisor, mentor, buddy or manager who helps you understand the workplace. Notice how people communicate, manage their work and support each other. These role models can help you think about the kind of professional you want to become.

SMALL BEHAVIOURS MAKE A BIG DIFFERENCE.

Employers often remember how you worked with others as much as what you produced.

YOU ARE OPEN TO FEEDBACK AND WILLING TO IMPROVE

Feedback is a normal part of working life. It is not only about what needs to improve. Good feedback helps you recognise what you are doing well, understand what is valued in the workplace and build confidence over time.

In management and administration roles, feedback may help you understand how you communicate, organise tasks, check accuracy, respond to instructions and manage your own workload.

Being open to feedback means:

- listening to what you are doing well and building on it
- asking questions if something is not clear
- making small improvements as you go
- using feedback to become more confident and independent
- recognising your progress over time

Feedback can come through a quick conversation, a check-in, a review meeting or a comment on a piece of work. The most important thing is to listen, respond positively and use it to improve.

YOU ARE STARTING TO THINK ABOUT YOUR FUTURE

Your placement is a chance to explore what working in management and administration could look like for you.

You do not need a clear career plan. But being curious about your future will help you get more from the experience.

- notice which tasks you enjoy and which tasks challenge you
- learn about different roles within a business
- ask people how they got into their role and what they enjoy about it
- understand how teams and systems work together
- start thinking about progression into employment, apprenticeships or specialist areas such as operations, HR, finance, marketing, project support, customer service or data

Employers often remember attitude, reliability and willingness to learn as much as technical ability.

PRACTICAL PREPARATION

Being ready also includes planning the practical details.

- knowing how you will travel and how long it will take
- allowing extra time to arrive early
- understanding working hours and expectations
- knowing what to wear, including any dress code or uniform expectations
- knowing who to contact if something goes wrong
- thinking about how you will introduce yourself and ask questions professionally

Taking responsibility for these details helps you start your placement confidently and professionally.

BEFORE YOU START – QUICK CHECK

Before your placement begins, take a few minutes to check how ready you feel. It can help to talk this through with your tutor, placement contact, a family member or someone you trust. They may help you think about things you have not considered.

BEFORE YOUR PLACEMENT BEGINS, ASK YOURSELF:	YES	NOT YET	NOTES / ACTION I NEED TO TAKE
Do I understand what is expected of me?	☐	☐	
Am I prepared to start with small tasks and build up?	☐	☐	
Am I ready to take on tasks with guidance, such as supporting documents, meetings, data, trackers or process-based work?	☐	☐	
Can I communicate clearly and professionally?	☐	☐	
Am I ready to listen, learn and respond to feedback?	☐	☐	
Am I ready to take responsibility for my actions and behaviour?	☐	☐	
Can I manage my time and stay focused without constant reminders?	☐	☐	
Can I take initiative rather than waiting to be told what to do?	☐	☐	
Will I stay engaged, even when work feels unfamiliar, quiet or repetitive?	☐	☐	
Will I take this opportunity seriously?	☐	☐	
Do I understand where and how my placement activity will take place, including any workplace, remote or small team project arrangements?	☐	☐	
Do I know how I will travel and how long it will take?	☐	☐	
Have I planned to arrive on time or early?	☐	☐	
Do I understand my working hours, dress code or uniform expectations?	☐	☐	
Do I know who to contact if something goes wrong?	☐	☐	

STUDENT, PARENT OR CARER AND COLLEGE OR SCHOOL DECLARATION

This declaration should be signed and returned before the placement begins. It confirms that the student and parent or carer have read the preparation information and understand the expectations, contact arrangements and support available for the placement.

STUDENT DECLARATION

- I understand that my industry placement is part of my T Level and must be taken seriously.
- I understand that these expectations apply whether my placement takes place in an employer's workplace, remotely, in college or school, at home, or through a small team project linked to an employer brief.
- I understand that I am expected to attend as agreed, arrive on time, behave professionally and follow instructions.
- I understand that I must communicate respectfully, ask for help if I am unsure and respond positively to feedback.
- I understand that I must stay within the tasks and activities agreed for my placement and follow any workplace rules, including expectations around safety, dress code, confidentiality, equipment and behaviour.
- I understand who to contact if I am delayed, absent, worried, unsure or if something goes wrong during my placement.

Student name: .....

Student signature: .....

Date: .....

PARENT OR CARER CONFIRMATION

I confirm that I have read this information and understand the expectations, contact arrangements and support available for the placement.

Parent or carer name: .....

Parent or carer signature: .....

Date: .....

COLLEGE OR SCHOOL CONFIRMATION

Placement or employability officer name: .....

Contact details: .....

DURING AND AFTER YOUR PLACEMENT STARTS

Use these prompts during check-ins, reviews or reflection activities. They can also help you prepare for an end-of-placement conversation or short summary of what you have learned.

REFLECTION PROMPT	MY NOTES
What am I learning about how work really happens?	
What am I doing well?	
What feedback have I received, and what have I done with it?	
What do I need to improve?	
What am I learning about myself?	
Which roles or specialist areas might I want to explore further?	

BEING READY DOESN'T MEAN KNOWING EVERYTHING.

It means being prepared to learn, contribute, communicate and take responsibility. A strong placement is not about being perfect. It is about showing reliability, curiosity and a willingness to learn from the people around you.

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