Management and Administration industry placement resources

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Introduction

This short guide introduces the Management and Administration industry placement resources on this page; explains why they were developed and gives an overview of how each resource can be used. The resources are designed to support colleges, schools, employers and students to develop and deliver meaningful, high-quality management and administration T Level industry placements.

The collection includes resources developed through the Management and Administration industry placement action group, alongside other materials to support different aspects of industry placement delivery. This guide provides an overview of the resources and their intended audiences, helping you identify which materials are most relevant to your role or context.

About the Management and Administration action group

The Management and Administration action group brought together T Level providers, employers and sector colleagues to explore how management and administration industry placements can be made more meaningful, manageable and sustainable.

The group focused on the practical realities of management and administration placements, including how employers understand the role of students, how students are prepared for professional office, business and administrative environments, and how schools and colleges can work with employers to shape placements that reflect genuine workplace activity.

Management and administration work often supports how an organisation runs day to day. Placements may involve communication, information, records, meetings, documents, data, scheduling, customer or colleague queries, and team processes. The group explored how this activity can provide students with meaningful insight, contribution, and progression opportunities.

The resources hosted on this page that were produced from the industry placement action group are:

- Employers' guide to supporting and supervising management and administration industry placement students
- Students: ready for your management and administration industry placement
- Management and Administration: delivering strong industry placements

Action group participants

Employer engagement and/or curriculum staff from the following colleges and schools participated:

Burton and South Derbyshire College
Chesterfield College
City College Norwich
Moulton College
Nottingham College

What the action group found

Across the action group discussions, several key messages emerged:

- Strong management and administration placements need clear expectations, good communication, proportionate support, and a shared understanding of what students can realistically contribute.
- Management and administration placements often work best when they reflect real working environments, day-to-day workflow, team activity, systems, processes and communication, rather than artificial standalone tasks.
- Student readiness is critical. Students need to understand that management and administration work can include routine but important tasks, accuracy, confidentiality, responsiveness, organisation, feedback, communication and professionalism.
- Employers are more likely to host again where placements feel useful, supported and repeatable, and where students are helped to contribute in ways that fit naturally within the team's work.
- Students benefit when placements help them explore different progression routes, including business administration, operations, project support, team leadership, customer service, HR, finance, compliance, marketing support and office management.

What we produced

In response to these findings, three practical resources have been delivered.

They do not represent an exhaustive set of possible support materials for management and administration industry placements, but reflect the areas the action group identified as most useful and achievable for immediate development.

Resource	What this resource is	Primary audience	How it can be used
Employer guide to supporting and supervising management and administration industry placement students	A practical employer-facing guide explaining: • what hosting a management and administration industry placement involves • how students can support real business activity • how employers can structure tasks, supervision and feedback • how students can be supported to build confidence, professionalism and insight into future progression.	Management and administration employers, workplace supervisors and mentors considering or hosting a placement.	Use it before an employer commits to hosting, during early employer engagement conversations, or as a follow-up resource after an introductory meeting. It can help employers identify suitable tasks, plan supervision, support students during the placement and understand how to keep the experience manageable and worthwhile.
Students: Ready for your management and administration industry placement	A student-facing preparation resource that helps students understand: • what it means to take responsibility for a placement • how management and administration workplaces operate • what behaviours matter in professional office, business and administrative environments • how to prepare practically and professionally.	Students preparing for a management and administration industry placement.	Use it in placement preparation sessions, tutorials, one-to-one readiness conversations, placement induction and reflection activities. It includes practical preparation prompts and a before you start checklist covering expectations, independence, communication, travel, working hours, dress code and who to contact if something goes wrong.

Resource	What this resource is	Primary audience	How it can be used
Management and Administration: delivering strong industry placements	A shared ambition and quality lens for strong management and administration industry placements. It sets out the key features of placements that are meaningful for students, manageable for employers and useful for colleges and schools. The resource is structured around five connected elements: 1. make the placement clear and manageable 2. prepare students for how work really happens 3. help students contribute to real work 4. connect the placement to learning and progression 5. build placements that can be repeated and improved.	Employer engagement, placement and curriculum teams in colleges and schools.	Use it to support planning and feedback conversations with employers, align curriculum and employer engagement teams, review placement design and strengthen student preparation. The resource also includes examples of meaningful management and administration activity and a quick check tool to review whether a placement is emerging, developing or strong across the five key areas.

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