

T Level in Business Support

Welcome! We look forward to you joining a T Level programme with us in September.

Whether you're aiming to start your career in business or progress to higher-level study, Burnley College's T Level in Management and Administration (Business Support) is here to help you develop industry standard knowledge.

Our programmes are designed to equip you with the skills and knowledge needed for employment in the accounting sector, an apprenticeship, or further education. To help you prepare for your future career, we have selected a range of resources for you to access over the summer.

Key UK Business & Management Bodies to Research:





- **CIPD (Chartered Institute of Personnel and Development)** – www.cipd.co.uk (HR & people management)
- **CMI (Chartered Management Institute)** – www.managers.org.uk (Leadership & management)
- **IoD (Institute of Directors)** – www.iod.com (Business leadership)
- **BCS (British Computer Society – Business Analysis)** – www.bcs.org (For digital business & IT management)

Recommended UK Business News Websites:

- **Harvard Business Review UK** – hbr.org
- **BBC Business** – www.bbc.co.uk/news/business
- **Financial Times (FT Business)** – www.ft.com/business
- **Management Today** – www.managementtoday.co.uk

Bonus: Look up UK **business ethics and corporate governance regulations** on the **UK Government website:** www.gov.uk/business

Recommended UK Business & Management Podcasts:

- **The High Performance Podcast** – Conversations with leaders on business success.
 [Listen here](#)
- **Eat Sleep Work Repeat (Bruce Daisley)** – Workplace culture and productivity.
 Listen here
- **The Diary of a CEO (Steven Bartlett)** – Business insights from top entrepreneurs.
 Listen here
- **HBR IdeaCast (Harvard Business Review)** – Global leadership and management trends.
 [Listen here](#)

Project & Change Management Frameworks to Research:

- **PRINCE2** (Project management methodology) – www.axelos.com
- **Agile & Scrum** (Flexible project management) – www.scrum.org
- **Kotter's 8-Step Change Model** (Change management theory) – www.kotterinc.com
- **Lean Six Sigma** (Business process improvement) – www.leansixsigma.institute.org