



HELP SHAPE THE FUTURE OF BUSINESS AND ADMINISTRATION

Every organisation needs people who can organise, communicate, co-ordinate and keep things running smoothly.

T Levels give employers the chance to work with young people interested in administration, customer service, HR, project support and business operations, helping them build confidence and understand how organisations work in practice.

You do not need to offer a full placement straight away. You can start small, build confidence and become part of a student's journey.

Shape the future workforce you need

T Levels are a two-year programme where students learn through a planned combination of classroom learning and real work.

Students will be prepared through their course and will bring developing knowledge, skills and interest in the sector. Like apprentices, they will continue to build confidence and capability through learning, support and real work experience.

Whether your organisation needs future administrators, co-ordinators, customer service staff and office support colleagues, or people who can support finance, HR, marketing, logistics, digital systems and day-to-day operations, T Levels can help you build the workforce you need.

Through a T Level industry placement, employers can introduce young people to real work gradually, help them understand workplace expectations and start to identify future talent early.



Why employers get involved

By working with a T Level student, you can:

- build a stronger route into future apprenticeships, employment or training
- bring fresh ideas, digital confidence and curiosity into your organisation
- develop your existing staff through mentoring and supervision
- help young people understand how businesses really work
- support your local community and future workforce

“We didn’t just host a student. We helped shape someone who could become part of our future workforce.”

Help young people see what is possible

Many young people do not realise the variety of careers available in business and administration, or how these roles support every part of an organisation.

They may also not realise how much these roles now involve communication, technology, organisation, customer interaction, data and problem-solving.

Employers can help change that.

By getting involved, you can:

- inspire young people
- show the variety of roles available in your organisation
- help students understand how businesses operate in practice
- bring business careers to life
- support better choices about future careers



“Young people are much more likely to choose and stick with a pathway when they can see what it could lead to.”

Start small. Build confidence. Grow from there.

You do not need to do everything at once. Many employers begin with a small, manageable activity and build from there as confidence grows.

You could start by:

- talking to students about your industry or taking part in a careers event
- offering a workplace visit, work taster or short project
- supporting a student on an industry placement, such as one day a week, a short block or a project shared across a team
- offering further experience, an apprenticeship, seasonal work or a future job opportunity

The right approach depends on what works for your organisation, your projects and the support you can offer.

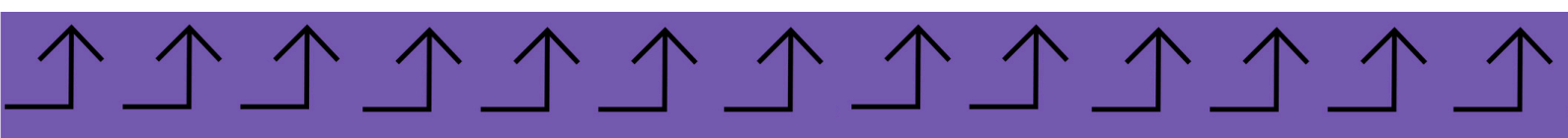
What could a placement look like?

There is no single model. Placements can be designed around your organisation, the type of work involved and the support you can offer.

Students could contribute to:

- reception, customer communication or enquiry handling
- meetings, events, diary management or project planning
- HR, recruitment, onboarding or training activity
- data, records, filing systems or document management
- research, reporting or simple process improvement activity
- social media, internal communication or digital administration
- supporting different teams across the organisation

Placements can be adapted to reflect the student's confidence, prior experience and readiness, allowing students to take on more responsibility over time.



What this can look like in practice

These examples show how different organisations could introduce students to the workplace gradually and build confidence over time.



Small business

A student joined one day each week, helping with customer enquiries, bookings, filing and social media activity.



Larger organisation

A student spent time across reception, HR and administration teams, supporting meetings, records and day-to-day co-ordination.



Employer with limited capacity

The organisation began with a workplace visit and a short project, such as updating a contact list, reviewing filing systems or preparing event materials, before offering a placement later in the year.

T Levels and apprenticeships work together

T Levels and apprenticeships are not in competition. A T Level industry placement gives you the chance to get to know a student before making any recruitment decision. If the fit is right, it can become a natural route into an apprenticeship, employment or a future role.

Today's T Level student could be tomorrow's administrator, co-ordinator, customer service adviser, office manager, HR assistant or business professional.

T Levels and apprenticeships work together

You do not need to have all the answers or commit to everything immediately. Start with a conversation with your local T Level school or college about what could work for your organisation.