

## MANAGEMENT & ADMINISTRATION (BUSINESS SUPPORT) T LEVEL

### REQUIREMENTS

#### Equipment:

- A4 ring binder & dividers
- A4 lined paper/notepad
- Pencil case with pens, pencils, highlighters, etc
- Memory stick (optional) and your own device, ie tablet/laptop

#### Books:

- Textbook – Management & Administration T Level: Core ISBN 978-1398372559
- Revision book – My Revision Notes: Management & Administration T Level ISBN 978-1398379268

#### Lockers:

We recommend students hire a locker for the academic year. The cost is £8 for the year, which is non-refundable.

### FEES AND FUNDING

#### Printing

Students are responsible for their own printing and photocopying costs.

#### Bursary Fund

A bursary fund is available to students on a low income to help with the costs of coming to college. To find out if you are eligible, contact the Advice & Guidance Centre or visit - <https://www.petroc.ac.uk/life-at-petroc/advice-guidance/fees-and-funding/>