

Business and Administration T Level Summer Learning

Reading List:

[Here](#) is a useful link to the relevant page on the City & Guilds website, relating to useful resources for this course (including sample exam papers and answers, and sample employer-set project tasks).

Activity/ Task:

There are lots of terms and concepts you need to learn and understand in this subject. Use the internet (or any printed resources) to research and learn what is meant by the following: ·

Sectors: Private sector, public sector, and not-for-profit/voluntary sectors.

Structures of organisations: functional, hierarchical, divisional, matrix and flat

Legal entity types: Sole Trader, Partnership, Limited Liability Partnership (LLP), Public Limited Company (PLC), Private Limited Company (LTD), Community Interest Company (CIC), Charity, Social Enterprise, Franchise, Cooperative, Multinational Company (MNC)

Legislation: Data Protection Act, Health and Safety at Work Act, Equality Act, Antibribery Act, consumer protection legislation.

Test yourself on these different terms and concepts, using quizzes that are available on the internet.