

T-Level Business Management & Administration (Year 1) Summer Task

As you have now officially become a student here at West Suffolk College on the C&G T level Management and Administration, you are required to complete the following Summer Task associated with the 315 hours work experience that must be completed and recorded on Grofar Work Experience Portal

Please register and complete the following CPD course before submitting a copy of the CPD Certificate of Achievement to be uploaded onto the Grofar Portal.

[Prepared to Save a Life Course](#)

Please email your Certificate of Achievement to chris.ward@easterneducationgroup.ac.uk before Monday 17th August 2026