

BELIEVE IN BETTER

START YOUR CAREER IN THE
BUSINESS SECTOR

#ChangingLives



WELCOME

Business professionals work across a range of roles in every single industry. Every company in the world will have business professionals who work within it to support the running of the business.

Careers in Business

Here are just a few examples of job titles that have been advertised in the South West region within the last year:

- Administration Assistant
- HR Manager
- Accountant
- Project Manager
- Marketing Officer
- Sales Representative

Is Business an attractive career?

Take a look at the national employment statistics and earning potential – does it look good to you?

By **2025** there are likely to be **167,668** people employed nationally within the Business sector, and the sector is predicted to see an **overall increase of 3.2%** (2022 – 2025 figures).

Business and Related Associate Professionals

National Average

£32,240

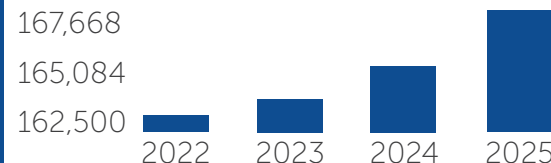
£15,600 — £32,240
Starter Experienced

Which is the same as



**£620
a week**

Employed Nationally



+3.2%

In the South West the average salary for this job is

£26,000

What type of skills and knowledge will you need?

- Administration skills
- Thorough and pay attention to detail
- Ability to work well with others
- Flexible and open to change
- Excellent written communication skills
- Patience and the ability to remain calm in stressful situations
- Ability to think clearly using logic and reasoning
- Excellent verbal communication skills
- Business management skills
- Able to use a computer and the main software packages competently.

What can you expect to do?

- Prepare data to be reflected in company reports
- Work within the function you have selected
- Liaising with other organisations and suppliers
- Administration tasks
- Answering emails, telephone calls and written correspondence
- Working on projects and events
- Attending meetings.



Working environment

It is likely you will work in an office.

Career path and progression

With experience, you could become a manager or transfer to a different business support function. You could work your way up through the organisation or set up your own business.

Qualification requirement

Level

6

The majority of those employed in this role will hold a BA/BSc degree with honours, degree apprenticeship, graduate diploma, Level 6 NVQ

Apprenticeship options include

- Level 3** Business Administrator
- Level 4** Junior Management Consultant
- Level 6** Project Manager (Degree)

Common study routes include

A Levels

Business
Economics
Business Studies

Vocational

Business
Business Management

Degree Business Studies

Where do I start?

Wherever your starting point we have course that is right for you and will enable you to progress with confidence into the industry:

Level 2

T Level Transition Programme in Business Management & Administration

Business Kickstart Programme

AAT Foundation Certificate in Accounting

Customer Service Practitioner Apprenticeship

Retailer Apprenticeship

Level 3

T Level Business Management & Administration

AAT Advanced Diploma in Accounting

CIPD Human Resources

Apprenticeships: Business Administration, HR Support, Digital Marketing, Assistant Accountant, Customer Service Practitioner & Specialist, Team Leader/Supervisor, Retailer & Retail Team Leader, Learning Mentor

Level 4+

AAT Professional Diploma in Accounting

ACCA Accounting (Level 5, 6, 7)

CMI Diploma Team Leading (Level 5)

CMI Diploma Management & Leadership (Level 5)

Assessor/Coach Apprenticeship

Professional Accounting/Taxation Technician Apprenticeship (Level 4)

Operations/Departmental Manager Apprenticeship (Level 5)

Learning & Skills Teacher Apprenticeship (Level 5)

Chartered Manager (Level 6)

HNC/D Business Management & Strategy

BA(Hons) Business Management & Strategy (top-up)



Josh Howell

Level 3 Business student, formerly of Stanchester Academy.

.....

"The Level 3 Business qualification opens up so many opportunities to lead you on to a great career. I chose Business because I really enjoyed studying it at school and I've enjoyed it even more at Yeovil College. I have always felt supported and listened to by both lecturers and other students. Yeovil College is a great environment to learn in."

Contact Yeovil College for all the support you may need:



01935 423921



www.yeovil.ac.uk



iZone@yeovil.ac.uk



#ChangingLives

