

Paul's story

"I'm going to college to do an NVQ Level 2 in Business Administration and then hopefully get a good job in a big local company."

Paul is in his final year at school and wants to be a personal assistant. To help him get there he is studying an NVQ Level 1 in Business Administration alongside his GCSEs. On the course Paul feels that you are treated like an adult and learn practical office skills like how to deal with customer enquiries, booking rooms and ICT, which all help him feel a step closer to the world of work.

"I love this course. People say I'm friendly and I've always been quite assertive and organised so becoming a personal assistant would be an ideal job for me and I could put my ICT skills to use. After school I'm going to college to do an NVQ Level 2 in Business Administration and then hopefully get a good job in a big local company."

Business

A successful business doesn't run itself. It takes a lot of hard work and dedicated staff to satisfy business customers and stay ahead of the competition. While ICT has improved the way businesses work over recent years, it's no substitute for skilled workers.

The careers

Businesses of all shapes and sizes need managers, marketing teams, administration, finance, human resource and clerical staff. Useful, transferable skills for jobs in business include English, Maths, ICT, good communications skills, team working and organisational skills.

Did you know?

- At 18% of the workforce, this is the largest employment sector in South Yorkshire.
- More than 89,000 people work in business and finance in South Yorkshire, 20,000 of whom work in banking and insurance jobs.
- Over 38,000 people work in call centres across South Yorkshire – more than 640,000 across the UK.
- In 2004/05 the Connexions service advertised over 600 clerical and administration positions for 16–18-year-olds – the single biggest job area for school and college leavers in South Yorkshire.
- It is expected that there will be an increase of 4,000 jobs for business managers, administration and clerical workers.
- Business services is the biggest single job area for school leavers in South Yorkshire.

To find out more about the Business sector, visit:

www.voced.co.uk/jobsinsy