

BUSINESS & ADMINISTRATION

Business and Administration covers many different occupations that keep businesses running efficiently and profitably, and keep staff and customers happy.

There are many opportunities to gain higher and degree-level qualifications in this sector

Around 3.3 million people work in administrative roles in the UK—about 11% of the total workforce

New legal apprenticeships mean you can now qualify as a solicitor through vocational training

GCSEs

- ENGLISH
- MATHS
- BIOLOGY
- CHEMISTRY
- PHYSICS
- ICT
- LANGUAGES
- PRODUCT DESIGN
- ECONOMICS
- STATISTICS
- BUSINESS STUDIES
- FINANCE

APPRENTICESHIPS

AVAILABLE IN

- Business Administration
- Chartered Legal Executive
- Chartered Manager
- Conveyancing Technician
- Digital Marketer
- Human Resource Management
- Learning and Development
- Legal Services
- Management
- Marketing
- Operations Manager
- Paralegal
- Solicitor

A-LEVELS

- ENGLISH
- MATHS
- BIOLOGY
- CHEMISTRY
- PHYSICS
- ICT
- LANGUAGES
- PRODUCT DESIGN
- ECONOMICS
- STATISTICS
- BUSINESS STUDIES
- FINANCE

COLLEGES COURSES

LEVEL 1, 2 & 3 COURSES AVAILABLE IN

- Accounting
- Business and Management
- Business Administration
- Business Enterprise
- Business and Fashion Retail
- Business and IT
- Business and Law
- Computer Games Design
- Computer Science
- Digital Technology Industries
- Enterprise and Entrepreneurship
- Human Resource Support
- Law and Practice
- Social Media for Business

T-LEVELS

- Management and Administration
- Digital Business Services
- Digital Production, Design and Development
- Digital Support Services
- Accounting
- Finance
- Legal Services

UNIVERSITY COURSES

- BA (Hons) in International Business
- BA (Hons) in Business Management
- BA (Hons) in Marketing and Business
- BA (Hons) in Business and Human Resource Management
- BA (Hons) in Business Economics
- BA (Hons) in Business Finance
- BA (Hons) in Music Business and Innovation
- BA (Hons) in Fashion Business
- BA (Hons) in Creative Computing
- BSc (Hons) in Business and Law
- BSc (Hons) in Equine Business Management
- BSc (Hons) in Accounting and Finance
- BSc (Hons) in Business Psychology

JOB TITLES

- Advertising account executive
- Advertising account planner
- Advertising art director
- Advertising media planner
- Business development manager
- Call centre operator
- Checkout operator
- Conference and exhibition manager
- Digital marketing officer
- Estate agent
- Events manager
- Financial adviser
- Franchise owner
- Image consultant
- Insurance account manager
- Letting agent
- Manufacturing supervisor
- Market research data analyst
- Market research executive
- Market researcher
- Marketing manager
- Medical sales representative
- Music promotions manager
- Public relations director
- Retail buyer
- Retail merchandiser
- Sales administrator
- Sales manager
- Sales promotion executive
- Social media manager
- Store demonstrator
- Telesales executive
- Visual merchandiser
- Wine merchant