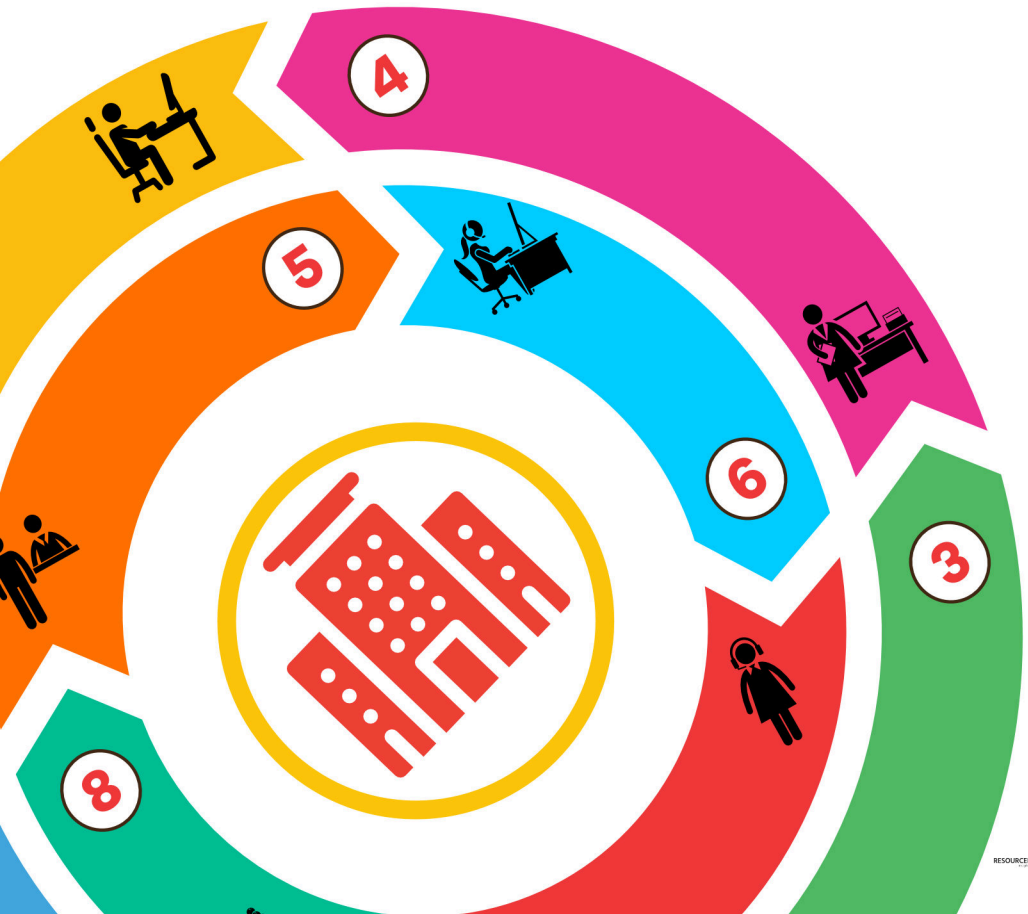


STEP INTO...
**BUSINESS &
ADMINISTRATION**



How to use this resource?

This guide is here to help you explore different job opportunities, understand how your skills can be applied in Business and Administration, and discover the pathways that can lead you to a fulfilling career.



Basic LMI: Learn about Business and Administration jobs, how many people are employed and the companies you could work for. This will give you a broad understanding of the job



Explore Jobs: Discover descriptions of different jobs to find ones that interest you.



Apply Your Skills: See how the Skills Builder Universal Framework can be used in jobs to develop skills like teamwork and problem-solving. Your tutor or adviser will help you to review your skills and rate your current ability. There is also an opportunity to provide your own examples.



Discover Pathways: Find out about education, training programs, and other resources to guide you on your career journey.



Are you good at keeping track of important details?



Do you enjoy learning how businesses work and make money?



Are you curious about how people manage teams and projects?

If the answer is **YES** then a job in Business & Administration could be for you.

DID YOU KNOW...

The business world includes managing and running all kinds of businesses, big and small, with support teams helping everything run smoothly every day.

318,000

people across West London are employed in administrative roles.

19,900

employees needed by 2030.



Could you be one of them?

WHERE CAN YOU FIND LOCAL VACANCIES?



Company
Offices



Councils



Call Centres



Legal Firms



Financial
Organisations



Educational
Institutes

LOCAL INCLUSIVE EMPLOYERS INCLUDE...



West London
NHS Trust



HILLINGDON
LONDON



Epsom and St Helier
University Hospitals
NHS Trust



London Borough
of Hounslow



Queen Mary
University of London

BUSINESS & ADMINISTRATION

WHAT JOBS CAN YOU DO?

Roles can involve managing customer relationships, maintaining records, supervising, guiding teams on projects, or greeting and directing visitors and callers.



TALENTINO[®]!

The CEC has adopted Talentino's #SameAndDifferent model, a national SEND school career framework designed to deliver effective career activities for young people with SEND. Developed from Talentino's work in schools, this concept enhances early career development and encourages employers to support the progression of individuals with SEND.



JOB GROUP 1

don't require Level 2 Qualifications / GCSEs but can lead to supported employment, Supported Internships, Inclusive Apprenticeships, supported Enterprise, T-Levels, Traineeships and FE College.



Data Entry Clerk

They type information into databases and systems and create letters, reports and other documents.

 Annual Salary

£15,000 - £25,000



Cleaning Assistant

They wash, dry and fold linens and residents, clothing, as well as keeping the laundry area.

 Annual Salary

£17,000 - £24,000



Post Room Assistant

They help businesses by ensuring all post is organised, logged and distributed to each relevant team.

 Annual Salary

£16,500 - £23,000



Office Assistant

They support businesses by organising meetings, typing documents and updating computer records.

 Annual Salary

£14,000 - £28,000

JOB GROUP 2

do require at least Level 2 qualifications / GCSEs and can lead onto a Apprenticeships, University, College, Employment or Enterprise



Receptionist

Assembly parts or products according to engineering specifications and quality standards.

 Annual Salary

£18,000 - £22,000



Call Centre Operator

They help answer enquiries from customers by telephone, email, webchat, text and post.

 Annual Salary

£25,000 - £28,000



Customer Service Assistant

They provide assistance and troubleshooting support on engineering products and systems.

 Annual Salary

£17,000 - £25,000



Lab Technician

They help the scientist and engineers set up tests, record data and complete experiments.

 Annual Salary

£20,000 - £28,000

HOW DO ESSENTIAL SKILLS HELP?



Understanding the needs and feedback of clients, colleagues, and stakeholders.



Clearly and professionally communicating ideas and information.



Identifying and resolving administrative and operational issues.



Innovating and improving business processes and strategies.



Maintaining a positive attitude and resilience in a dynamic work environment.



Setting and achieving high standards for personal and organisational goals.



Leading teams and managing projects effectively.







Collaborating with colleagues to achieve business objectives.



Rate your ability in each skill on a scale of 1 😞 to 5 😊.

Can you provide any examples of when you have used each skill?

Skill **Rating (1-5)** **Examples of when you have used this skill.**

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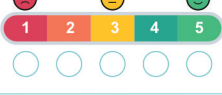
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ROUTES & PATHWAYS

Discover local options by clicking or scanning the QR codes on the following pages.

For more details about the pathways available



SCAN ME



SUCCESS

1

EMPLOYMENT

Supported Employment, Inclusive Employment, Self Employment / Freelance



2

VOLUNTEERING

Supported Volunteering / Work Placement (short or long term / during school after school)



3

APPRENTICESHIPS

Inclusive Apprenticeships (1-2 yrs), Apprenticeships (1-5yrs)



4

FURTHER EDUCATION

A Levels (2yrs), T Levels (2yrs), FE College (1-5yrs), Specialist College (SEND - 1-6yrs),



5

SUPPORTED INTERNSHIPS

Supported Internships (6months - 1yr)



1. EMPLOYMENT



Earn money



Learn and grow



Contribute to society

2. VOLUNTEERING



Helping the community



Learning new skills



Feeling happy

3. APPRENTICESHIPS



On the job training



Earn while you learn



Excellent job outcomes

4) FURTHER EDUCATION



Learn what you love



Gain practical skills



Different levels for everyone

5) SUPPORTED INTERNSHIPS



Learn on the job



Get extra help



Prepare for future jobs

1. EMPLOYMENT



Base UK



West London Alliance



Mencap



Haringey London



Shaw Trust



WLA Work Finder



West London NHS



Hammersmith & Fulham



2. VOLUNTEERING



Hands on London



West Youth Zone



NHS West London



Hammersmith & Fulham



Action West London



The Felix Project



Action for Children



Barnardo's



3. APPRENTICESHIPS



Brent Works



West London College



West London NHS



West London IoT



HRUC



College of North West London



City of Westminster College



Dynamic Training



4) FURTHER EDUCATION



Richmond upon Thames College



College of North West London



Uxbridge College



City of Westminster College



Harrow College



Stanmore College



Barnett & Southgate College



West Thames College



West London Colleges



5) SUPPORTED INTERNSHIPS



Shaw Trust



Mencap Training Academy



Project Search



West London Alliance



Transport for London



DFN Project SEARCH



Whittington Hospital



Work Start



Hammersmith & Fulham



BUILD YOUR VOCATIONAL PROFILE

Helping you to explore future pathways

Education choices and future planning tools for young people with SEND

Scan to START building your Vocational Profile

