



TOTAL PEOPLE
LEADERS IN LEARNING®

**CAREERS
EDUCATION,
INFORMATION,
ADVICE AND
GUIDANCE
BUSINESS
ADMINISTRATION**

TOTALPEOPLE.CO.UK

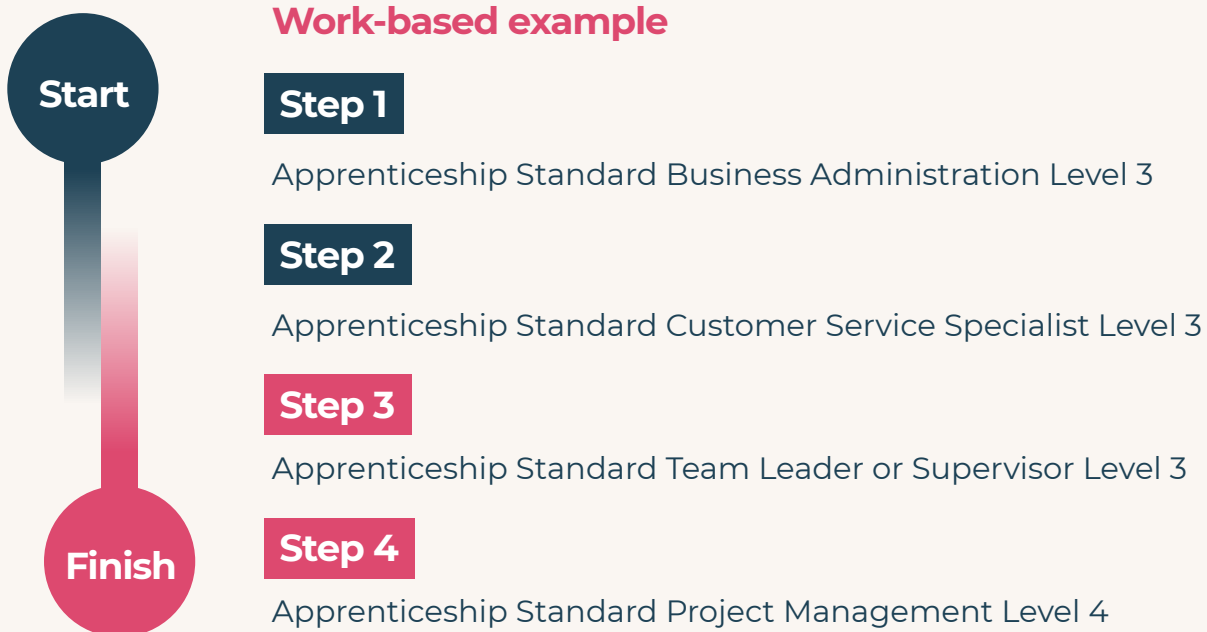


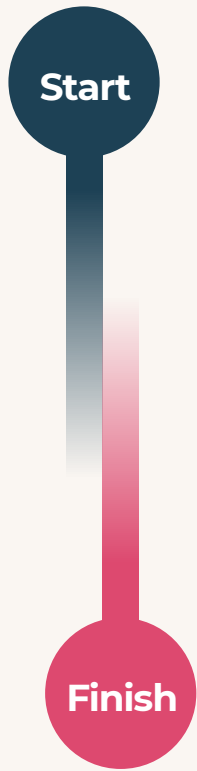
QUALIFICATIONS

PATHWAYS FOR PROGRESSION

Business Administration is a professional role. As a business administrator, you are contributing to the efficiency of a whole organisation. This may involve working independently or as part of a team and will also comprise of developing, implementing and maintaining administrative services.

There are different qualifications available to help you progress your career in the Business Administration sector. The examples below demonstrate both a work-based and a full-time education route.





Full-time education example

Step 1

NVQ Level 3 Diploma in Business Administration

Step 2

NVQ Level 4 Diploma in Business Administration

Step 3

HND in Business Studies

Step 4

BA (Hons) in Business Management

Step 5

MA in Business Administration

JOB ROLES AND CAREER PROGRESSION OPPORTUNITIES

Business Administration roles span a wide range of industries across the public, private and charitable sectors. There are opportunities to work within a variety of environments and across a wide range of teams within any business area.

INTERMEDIATE JOB ROLES

- Receptionist
- Customer service advisor
- Administrator
- Accounts manager

ADVANCED ROLES

- Senior administrator
- Team leader
- Project officer

GRADUATE ROLES

- Business manager
- Business consultant
- Business advisor
- Project manager

TRANSFERABLE SKILLS AND BEHAVIOURS

INTERMEDIATE

- IT
- Record and document production
- Interpersonal skills
- Communication
- Problem-solving skills

ADVANCED

- Coaching
- Planning and organising
- Logistics
- Project management
- Decision making





CAREER DEVELOPMENT USING TRANSFERABLE SKILLS

It is important to be able to recognise the skills and behaviours you are gaining at any level, as you will then be able to promote these to current and potential employers, as well as education providers.

People may change career path at any point and the skills and knowledge gained can often be transferred to another role. Communication skills, decision-making skills and interpersonal skills would be valued in any career.



MATHS AND ENGLISH

These skills will be the foundation of a long and successful career, whichever vocation you choose in the future. Most jobs need people who can read and act on information confidently and communicate effectively with others (whether verbally or in writing). They also require some knowledge of maths for problem solving, whether that's in relation to money, estimating amounts, ordering or time management.

WEBSITE AND CAREERS INFORMATION

National Careers Service

The National Careers Service provides careers information, advice and guidance. They can help you make decisions on learning, training and work during all stages of your career. [Click here](#) to find out more.

City & Guilds Smartscreen – Digital Learning

Digital learning allows learners to study at their own pace and in their own time, offering flexibility in lesson delivery and learning styles. Their content is interactive, including videos, quizzes and knowledge content for learners to work through independently. You will receive a login for Smartscreen once you have been registered for your qualification. [Click here](#) to find out more.

UCAS

UCAS provides a wealth of independent careers information, advice and guidance. You can find out about different careers, apprenticeships and courses, as well as support guides that cover many aspects of student life. [Click here](#) for more information.

IfATE

The Institute for Apprenticeships and Technical Education (IfATE) provides a range of information, including occupational maps. Visit the site [here](#) and select the occupational route you are interested in.



Total People is part of LTE group.

LTE group is committed to equality of opportunity, non-discriminatory practices and supporting individual students.

