

Business & Administration skills facts

1. Over the last decade the Council for Administration (CfA) has been the lead organisation working for Business & Administrators who represent one in five of the UK workforce.
2. Business & Administration Apprenticeships are the most widely taken up in the industry, with 9000 learners completing Business & Administration Apprenticeships in 2004/5.
3. 97% of UK employers report that the administrative function is critical to the effectiveness of their organisation.
4. Currently, there are over 70,000 administrative job vacancies in the UK labour market.
5. 93% of UK employers report Business & Administration skills are critical to achieve their business objectives.
6. By 2012 there will be 5 million business administrators working in the UK.
7. 12 million people in Business, Management and Professional occupations use Business & Administration skills on a day-to-day basis.
8. 67% of UK employers believe Business Administrators have an increasingly vital role to the success of their organisation.
9. 15.5% of all further education learners are studying Business & Administration courses.
10. Nearly 800,000 NVQ/SVQ certificates have been issued in Business & Administration at different levels. The CfA is committed to increasing the numbers of qualified administrators in Britain.