

## Who are the CfA?

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The Council for Administration (CfA) is a charitable organisation and the leading authority in Business & Administration skills in the UK. Over the last decade, we have defined the role of the Business Administrator and identified key skills that are essential for success in today's business environment.

Currently, there are 4.7 million people in the UK working in Business & Administration. These people are the lifeblood of the UK economy and are responsible for the day-to-day operations of UK companies and organisations.

A further 10 million people are working in roles that demand administration skills on a daily basis. This is almost 50% of the UK workforce; a population which simply cannot be ignored.

The CfA is focused on the improvement of Business & Administration Skills. We are responsible for the National Occupational Standards which underpin all vocational qualifications in Business & Administration such as NVQs and SVQs. We also design qualification frameworks for Apprenticeships, E2E programmes and Foundation Degrees.

The demand for Business & Administration skills means that qualifications supported by the CfA are among the most popular courses in the UK. 15.5% of all further education learners in the UK study Business & Administration qualifications.

A recent study revealed that 97% of all employers state that Business & Administration is critical to the effective function of their business and 40% say they find it difficult to recruit suitably trained administration staff. The CfA aims to bridge the gap between what business needs and what the labour market can provide.

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