

Young Apprenticeship

in Business & Administration - What next?



WHAT NEXT?

So, you've worked hard and you've got your completion certificate; but what do you do now?

First of all – congratulations! Passing your YA is a huge achievement and you should be proud of yourself. But now that it's over, you need to be ready for your next adventure.

WHAT CAN I DO WITH MY BUSINESS & ADMINISTRATION YA?

The good thing about doing a Business & Administration YA is that you now have so many opportunities open to you. So the question isn't what can you do but what do you want to do?

The skills you have gained through your YA will set you apart. Not only do you have good academic qualifications, but you also have 'real' workplace experience too. And that counts for a lot in the real world. How many of your friends and colleagues can claim to that!?

STAND OUT

If you are worried about standing out when it comes to getting a job – don't. With a YA, you already have skills, qualifications and experience that employers are looking for. All you have to do is add your personality and a drop of confidence and you will be fine.

THE BUSINESS

Business & Administration is a great sector to get into. With such a wide range of roles and opportunities, your biggest problem is deciding which one to choose. So whether you picture yourself working in a huge corporation or you fancy having your own business, this sector is definitely where it's at.

ADMIN IS BORING

Well, it can be. But no job is exciting all the time – apart from maybe being a film star, but even being a film star has its low points. The great thing about admin is that it is a skill that you can use for every kind of job and a lot of admin these days is IT based, so you will certainly acquire some very useful skills.

AND...

Business & Administration doesn't just have to be about admin. The great thing about this sector is that there are so many different roles that you can choose to do. And with the skills that you have already gained, it's also possible to transfer your skills into lots of other sectors too. Finance, law, health, customer services – you name it, you can do it.

To find out more about the types of roles available in Business & Administration, check out

www.breakinto.biz

THE EDGE

The workplace is competitive. Employers are demanding more and more of school leavers. Not only do you have to have good grades but you have to be confident and have work experience too. For pupils who have taken a traditional route through learning, this can often be a challenge but those who have chosen YA, can happily tick all of the above. Your CV should wear the YA badge with style!

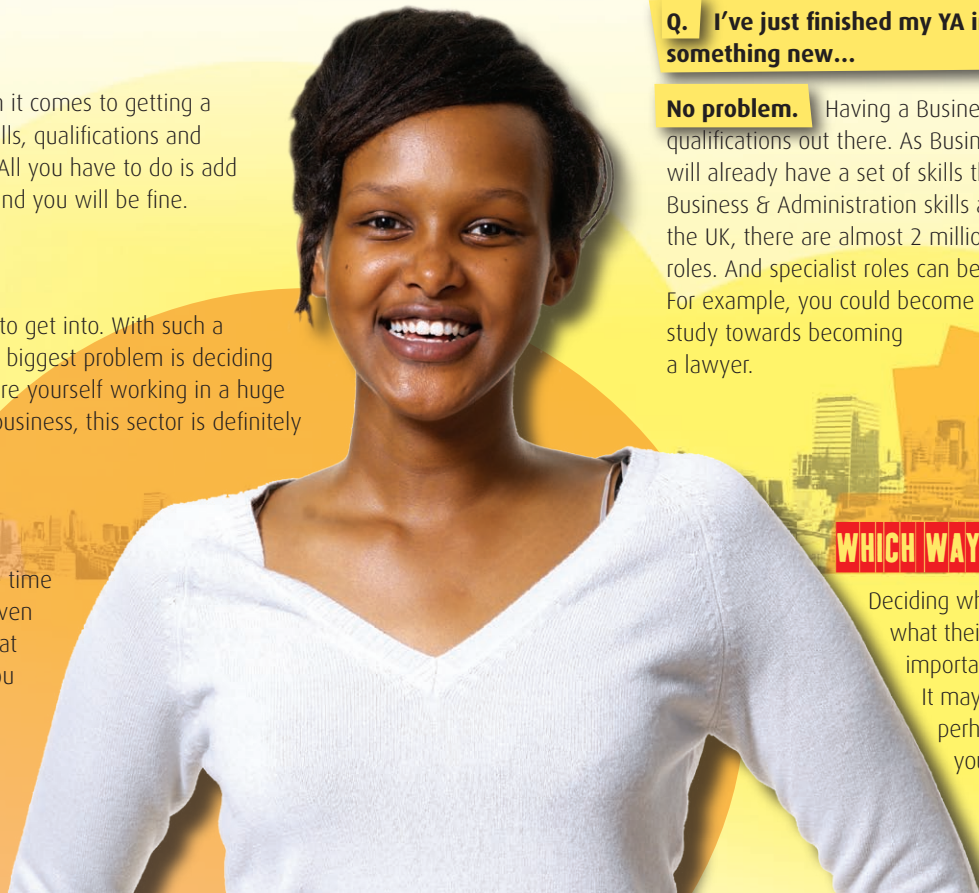
SPECIALISE

Q. I've just finished my YA in Business & Administration but I want to do something new...

No problem. Having a Business & Administration YA is probably one of the most flexible qualifications out there. As Business & Administration is at the core of most job roles, you will already have a set of skills that will help you in many other sectors. Many people with Business & Administration skills and qualifications opt for a specialist route. At the moment in the UK, there are almost 2 million people working in specialised Business & Administration roles. And specialist roles can be found in almost every sector. For example, you could become a legal secretary and study towards becoming a lawyer.

WHICH WAY?

Deciding what to do next is no easy task. Not everyone knows exactly what their career path will be or even which path they want to take. It's important to review all the options and then decide what suits you best. It may be that you just want to get out there and earn some cash or perhaps you are keen to keep studying. Whichever route you take, you will find that there will be many opportunities available.



WHAT ROUTES ARE AVAILABLE?

Once you have completed your YA, you will be thinking about what to do next. And with a YA in Business & Administration you certainly have a lot of choice. But to simplify things, you have 4 routes that you could opt for.

Academic
study

Work-related study

Apprenticeships
and learn

Academic study

This is the most traditional learning route to take and involves continued full-time study, either at school or college. Learning is usually in the classroom and you will gain an in-depth understanding of your chosen subjects and achieve nationally recognised qualifications which can lead to higher education.

How do I find out more?

Your school careers service will be able to give you info about the courses available, where you can study and how to apply.

Apprenticeships

Apprenticeships are government backed training schemes which allow you to earn as you learn. The schemes are focused on people aged 16-24 and are ideal for those who do not want to pursue an academic route but who are still keen to learn. They are a great way of getting hands-on experience whilst also achieving nationally recognised qualifications. With your YA, you can take a fast track route which means you're already half way there.

How do I find out more?

Visit www.apprenticeships.gov.uk for more info or speak to your school careers service.

Work-related study

Vocational Qualifications (VQs) are work related courses that provide an introduction to a particular career or industry sector. VQs are ideal for those who enjoy learning practical skills and are useful if you already have a good idea of the type of job you would like.

How do I find out more?

Your school careers service will be able to give you info about the courses available, where you can study and how to apply.

Work and Learn

Leaving school and going straight into the work place doesn't mean that you have to stop learning. Learning at work is a great way of continuing your education whilst also earning a salary. The most popular work based qualifications are NVQs (National Vocational Qualifications).

How do I find out more?

Once you have found a job, you will need to speak to your employer to discuss the possibility of doing an NVQ.

REAL STORIES

Meet **Hannah, Stephan, Halim** and **Gillian**. All have completed the YA in Business & Administration programme. Find out what they did next.

"YA gave me the basic skills and experience to start full-time work."

During my YA, I started my work placement at a law firm. My day-to-day duties included photocopying, getting files ready for daily appointments and answering internal phone calls. My supervisor even trusted me to go to court with files and tapes that I collected from the police.

After leaving school in July, I was offered the position of trainee at my work placement. I am now training as a legal secretary and studying towards my Legal Secretaries Diploma. When I complete the diploma, I will be able to work as a qualified Legal Secretary and if I choose to proceed further, I could study towards becoming a fee-earning Paralegal or Legal Executive.

Hannah

"Everything about the programme is perfect!"

When I first joined the course, I asked if I could do a placement at a solicitors as I thought that was what I wanted to do. I did all my 50 days at a solicitors firm in Brixton. I learnt lots of new things there and my employers were really friendly and helpful and gave me really good grades on my reports. They even asked me to work for a few weeks over the summer holidays which they paid me for.

Now, I'm going to college to do motorcycle engineering. I also want to do a further course in Business & Administration. Then one day, I want to be a businessman and set up my own business.

Stephan



"Completing my Business & Administration NVQ Level 2 and Technical Certificate is my greatest achievement."

I moved to the UK from Denmark in 2004 and had no idea about my future plans. But with the support of my school, I agreed to join the Business & Administration YA programme.

I got a work placement with a local education support office in Leicestershire, which I really enjoyed. My time there and on the programme has led me to a career in accountancy. I got 7 A-C GCSEs which means I can go on to study the AS courses that I want to at college.

I am now studying Accounting, Business and Mathematics and hope to eventually move on to University to do a degree in Business or Accounts.

Halima

"I've taken the fast track to a post-16 Apprenticeship."

As part of my YA, I completed a work placement with a local construction company. The subjects that I covered in my YA were really useful to my placement and I was able to apply them into the work environment.

After finishing my YA, the company was so impressed that they offered me a post-16 Apprenticeship in Business & Administration.

I started my Apprenticeship straight after leaving school in June and I work in the finance department where I am training in accountancy. I get day release from work so that I can go to college and study towards my NVQ Level 2 in Business & Administration. With my YA, I get to fast track to the post-16 qualification.

Gillian

COURSES

If you are keen to continue studying, you'll find that there are so many Business & Administration courses and qualifications to choose from.

Check out www.breakinto.biz for a list of selected courses

or to view all possibilities, visit www.openquals.org.uk

USEFUL INFO...

CfA

The CfA (Council for Administration) is the Standard Setting Body for Business & Administration. It is responsible for defining and promoting excellence in Business & Administration skills and practice across the UK.

www.cfa.uk.com

Learning and Skills Council

The Learning and Skills Council is the governing body responsible for funding and planning in education and training for 16+ year olds in England.

www.lsc.gov.uk

Breakinto.biz

Breakinto.biz is a website that provides information, advice and guidance to young people interested in a career in Business & Administration.

www.breakinto.biz

Apprenticeships

Official government website providing information about Apprenticeship programmes in England.

www.apprenticeships.gov.uk

Connexions

Connexions is an information website offering advice and guidance to young people.

www.connexions.gov.uk

OpenQuals

OpenQuals is a website providing information about qualifications available on the National Qualification framework.

www.openquals.org.uk





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