

The Diploma – Bringing learning to life

Business, Administration and Finance

Would you like to run your own business?

Are you a whiz when it comes to budgeting and planning?

Could you give advice on how to get the best out of our money?

Does managing a team of people appeal to you?

If the answer is yes to any of the above, have you ever thought about studying for a Diploma in Business, Administration and Finance?

What is a Diploma?

A Diploma combines knowledge and skills through theory and practical work that employers and universities value, it is offered at two levels:

Foundation - equivalent to 5 GCSE grades at D to G
Higher - equivalent to 7 GCSE grades A to C.*

You will work on projects, practical activities in and out of the classroom setting and take part in work experience placements. This programme of study is versatile, exciting and flexible.

A Diploma is made up of four areas:

- Principal learning will teach you all you need to know about your chosen Diploma subject. This will take up a fairly large proportion of your timetable
- Functional skills in English, Maths and ICT
- Additional and specialist learning which can include other qualifications such as GCSEs or BTEC
- You will also develop skills in self management, team working and leadership

Why study a Diploma in Business, Administration and Finance

Good business, administration and financial support are vital to every organisation. Without it, most would not be able to provide a good quality service. There is a vast array of sectors to choose from with huge career opportunities. This Diploma will give you a solid grounding of business and help equip you with the skills and understanding needed to succeed within it. This Diploma is built around three main themes: business enterprise, business administration and finance. Whether you would like to work in marketing, management, accounts, personnel, administration or sales this Diploma offers a broad based learning experience for everyone.

Careers it can lead to in the sector

Business: marketing assistant/environmental health practitioner/copywriter/human resources manager/trainer/events organiser/business analyst/civil servant/public relations officer/manager/entrepreneur/health and safety inspector/company director

Administration: office junior/clerical assistant/health service administrator/customer service assistant/legal secretary/call centre adviser/hotel receptionist/sales clerk/personal assistant/bilingual secretary/office manager/school administrator

Finance: accountant/pensions adviser/debt collector/insurance underwriter/merchant banker/credit analyst/bank customer adviser/auditor/economist/financial adviser/investment administrator

once I have completed a Diploma, what next?

The good thing about the Diploma is that although it focuses on a particular subject area, it teaches a mix of subjects, giving a well-rounded education, so you don't have to opt for a career in business, administration or finance at the end of studying it.

Universities and employers have been involved in designing the Diplomas so it will enable you to study further at college and/or university.

What might your route look like?

Yr 10 and 11

Business, Administration and Finance Diploma with Additional Specialist Learning in subjects such as:
Spanish GCSE
Geography GCSE
or Product Design GCSE
plus the Core subjects



Yr 12 and 13 – College or Sixth form

Course ideas:
Business, Administration and Finance Advanced Diploma with A level Maths
BTEC National Diploma in Business
NVQ levels 2 and 3 in Business and Administration
An AS/A level course in Maths, Spanish and Business



Higher Education degree courses you might progress onto:

Accounting and Finance Business and Human Resource Management
Law and Business Events Management
Marketing International Tourism Management

Or

Employment or Apprenticeships

What do the professionals say?

"I would definitely be attracted by job candidates who had attained the Diploma in Business, Administration and Finance; its content is entirely relevant to practical aspects of starting, managing and developing a business in the financial sector and working with other people."

Patrick Webb – Chartered Accountant

? ? Questions to ask ? ?

As with any qualifications, always check college/sixth form entry requirements. Some advanced courses will require specific GCSE subjects and grades. As part of any Diploma you can take additional qualifications like GCSEs or BTEC, but you must check what your timetable will allow you to study alongside your Diploma in Yr 10.

If there is a specific career area you wish to pursue, again, always check entry requirements. If in doubt, ask your school Connexions Personal Adviser.

Useful websites

Careers related

www.workabout.org.uk
www.connexions-direct.com/jobs4u
www.calderdaleprospectus.co.uk
www.kirkleesoptions.org.uk

Business, Administration and Finance related

www.fssc.org.uk – Financial Services Skills Council
www.cfa.uk.com – Council for Administration
www.accaglobal.com – Association of Chartered Certified Accountants
www.breakinto.biz – Council for Administration
www.careers.civil-service.gov.uk – Civil Service Recruitment Gateway

Time for success!

18% of the UK workforce are employed in administration and office work.

(Source: Outlook on.....Office & Administration)

Leeds is a large centre for telephone-based customer services with 30 contact centres, employing from 10 to 2,000 call handlers. There are also centres in Bradford, Halifax, Sheffield and Hull.

(Source: Outlook on.....Office & Administration)



At least 2,400 people work in Marketing, PR and Advertising in West Yorkshire.

(Source: Outlook on.....Marketing, PR and Advertising)

The number of people working in business and administration is predicted to rise. 32% of employers report difficulty in recruiting skilled business and administration staff.

(LMI Briefing....IAG Workforce)

For further information and advice:

- contact the  learningline (0800 5 979 979 free to UK landlines)
0800 5 979 979
Text: 07786 202 804
(start message with learn)
E: learningline@ckcareers.org.uk
- look at  www.workabout.org.uk
- or visit one of our Centres - details from the Learningline and on Workabout

Equal Opportunities

We are committed to promoting equality of opportunity for all. If you feel you have been discriminated against because of race, gender, disability, religion, age, ethnic origin or sexual orientation please speak to your Connexions Personal Adviser.

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