

# GETTING HELP



Hopefully this booklet has given you an insight into the training and qualifications you could do once you have completed your Apprenticeship training.

If you would like to find more information on Higher Education the websites on the previous page will be a good starting point.

Consider some of the following when doing your research:

- \* What qualifications do I need to have to get on to a particular Higher Education course?
- \* How much will the course cost and how do I pay for the course?
- \* Which Higher Education Institution should I choose?
- \* Can I get some work experience in the job I'm considering before committing to the training?
- \* How and when do I apply?



Making the decision to apply to Higher Education could be a life changing event. However, if you want to make sure you consider all the options and choose the right course, consider getting some help.

Connexions Northumberland provides confidential and impartial Information, Advice and Guidance to young people aged 13–19 years of age. You can arrange to see a personal adviser who can help you explore all your options and make sure the choice you make is the right one for you. Telephone your nearest centre and arrange an appointment.

## Connexions Centres

### Main Centres

Ashington Connexions Centre  
Tel: 01670 811040

Hexham Connexions Centre  
Tel: 01434 607097

Blyth Connexions Centre  
Tel: 01670 798180

### Part-Time Centres

Alnwick Connexions Centre  
Tel: 01665 605982

Cramlington Connexions Centre  
Tel: 01670 735653

Bedlington Connexions Centre  
Tel: 01670 823267

Morpeth Connexions Centre  
Tel: 01670 511666

Berwick Connexions Centre  
Tel: 01289 331823

Prudhoe Connexions Centre  
Tel: 01661 834620

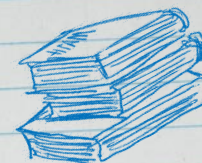
You can also get information and advice from Connexions Direct by phoning Tel: 080 800 13 2 19 or visiting their web site at: [www.connexions-direct.com](http://www.connexions-direct.com).

Some of the photographs in this publication have been taken from CASCAID's Careerscape programme [www.cascaid.co.uk](http://www.cascaid.co.uk) and have been reproduced with their permission.



# PROGRESS TO SUCCESS IN BUSINESS ADMINISTRATION

Progression routes for apprentices in Northumberland



**aimhigher...**  
Northumberland



**connexions**

Northumberland

# WHAT IS PROGRESS TO SUCCESS?

**This booklet is for Apprentices, Advanced Apprentices and people studying vocational qualifications.**

You decided that work and training was better for you than full-time education. By now you should have a good idea about the world of work and the types of jobs people do in your industry. You will have improved your own skills and knowledge and gained loads of experience that employers will really value. Completing your Apprenticeship will be a great achievement, but it doesn't have to be the end of your learning. Have you thought about what you could do once your Apprenticeship is over?

**You could increase your skills by further training and study.**

This booklet will look at the opportunities available to you locally, to increase your qualification level in Business Administration. It will explain some of the benefits you may gain by doing this, provide information on who offers qualifications locally and who can help you explore your options in more detail.

## Qualifications at Level 4 or above are classed as Higher Education

Higher Education can be studied at universities, colleges, in the work place or by distance learning.



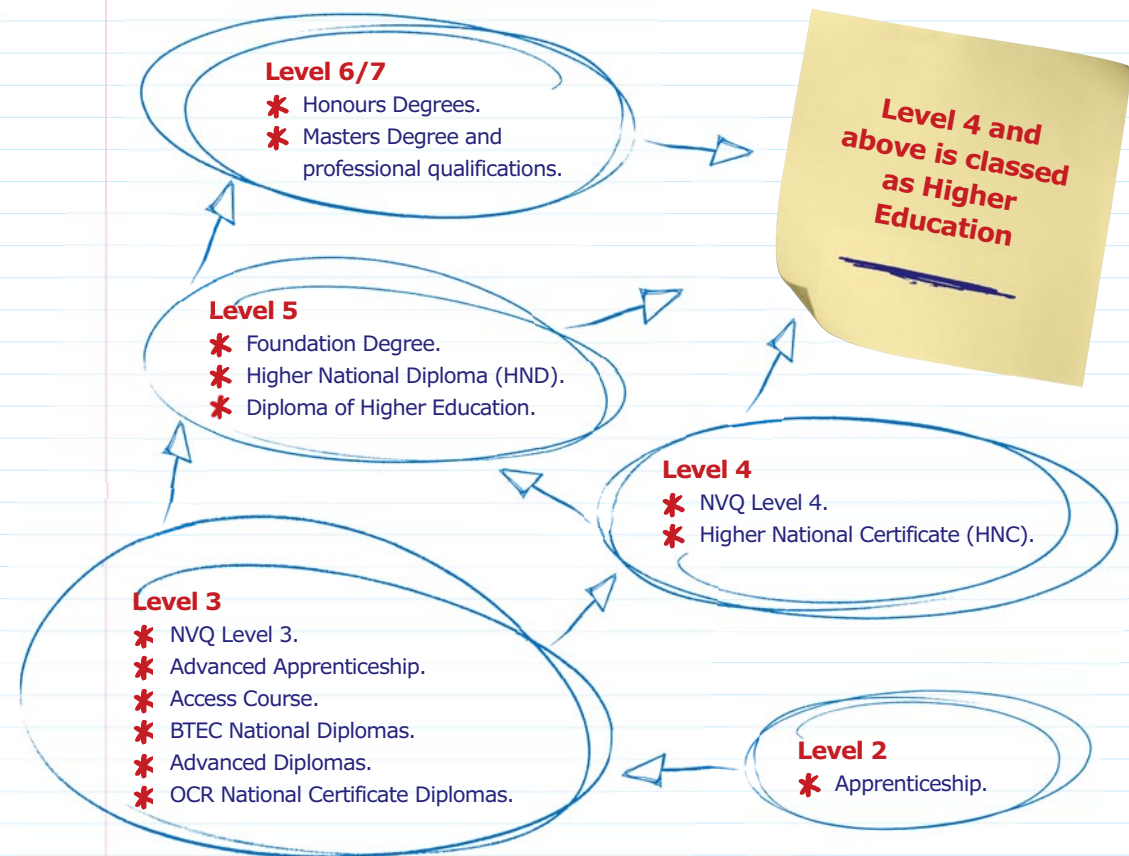
## What can you do after your Apprenticeship?

### Honours Degree

The most common type of qualification in Higher Education. Normally based on one or two subjects.  
3+ years full-time.  
5+ years plus part-time.  
After this you could do a Masters Degree or PHD.

### Foundation Degree

A type of degree that includes academic and work-based learning.  
Can be studied full or part-time.  
Many Foundation Degrees allow you to complete an extra year and convert this to an Honours Degree.



### Level 3

- \* NVQ Level 3.
- \* Advanced Apprenticeship.
- \* Access Course.
- \* BTEC National Diplomas.
- \* Advanced Diplomas.
- \* OCR National Certificate Diplomas.

### HND – Higher National Diploma

A Higher Education qualification which involves completing practical vocational training that prepares the student for a career in a particular area. You could top up this qualification to an Honours Degree.

### Access Course

A set of courses offered at local colleges that allow adults (19+) to gain the qualifications needed to enter university. They can be studied full-time or part-time. Northumbria University run local courses and encourage people on Access Courses to apply for Higher Education if they meet the entry requirements.

**Aimhigher...**  
Northumberland

# BUSINESS ADMINISTRATION IN THE NORTH EAST

## What's out there for me?

- \* Over 17,500 people are employed in administrative roles in Northumberland, that's 12% of the workforce and doesn't include people in roles that include some administration as part of their jobs.
- \* Although the number of people employed in administration is declining, over the next 10-15 years as the workforce ages, there will be the need for qualified administrators to replace them.

[ From Annual Population Survey 2008 and Council for Administration. Annual Population Survey, Office for National Statistics, Crown Copyright. Reproduced with the permission of the Controller of HMSO. ]

Administration is a function required by most organisations and businesses. Sectors of work include:

- \* local and central government.
- \* health.
- \* education.
- \* banking and finance.
- \* law.

## What employers say they want

The most reported skills shortages are:

- \* communication skills.
- \* team work.
- \* IT skills.
- \* planning and organisation skills.
- \* customer service skills.
- \* financial skills.

In some sectors, specialist knowledge may also be required. Almost a third of employers say they find it difficult to recruit skilled business and administrative staff.

[ From Business and Administration Skills Survey, 2006, Council for Administration. ]

## Why should you consider further training & qualifications?

Employers pay higher wages to people with skills and qualifications that:

- \* Take longer to learn.
- \* Are in short supply.
- \* Are specialised.
- \* Are important to their business.

Gaining skills and qualifications that employers need is a good investment of your time.

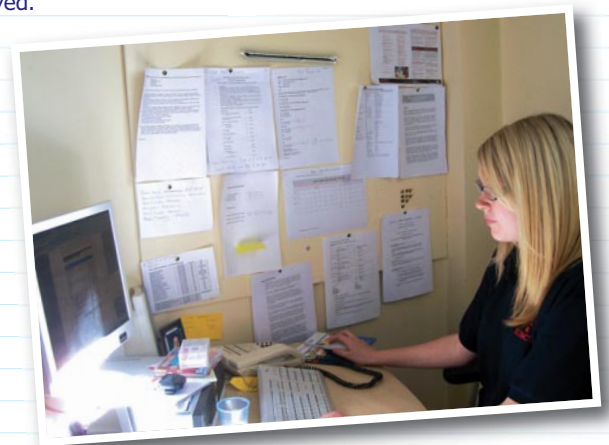
In the table below you will see some examples of jobs at different levels and the average pay for each job. Generally speaking it shows that the higher your level of qualification, the more employers are willing to pay you.

| Occupational Area                 | Average Annual Pay (for UK) | Level of Qualification |
|-----------------------------------|-----------------------------|------------------------|
| Office manager                    | £33,003                     | Level 4                |
| Personal assistant                | £18,873                     | Level 3                |
| Local government clerical officer | £18,716                     | Level 2                |
| Legal secretary                   | £18,080                     | Level 2                |
| Receptionist                      | £11,801                     | Level 2                |

[ From 2008 Annual Survey of Hours and Earnings (ASHE), Office for National Statistics, Crown copyright. Reproduced with the permission of the Controller of HMSO. ]

Gaining more qualifications isn't just about better wages. Research has shown that people with higher level qualifications, especially those gained at university will:

- \* Gain more promotions at work.
- \* Be less likely to be unemployed.



**Aimhigher...**  
Northumberland

# CASE STUDIES



Vicki is working at Northumberland Fire and Rescue Service where she has completed her level 2 apprenticeship and is now working towards her level 3 advanced apprenticeship. Her current role is within the Service's Learning and Development department. Vicki has gained practical experience and several qualifications including EDCL, health and safety and teaching. These will allow her to support the Service's training in her current role as well as helping her to develop and progress to other roles.



Kerri works at Torque Tension Systems in Ashington and has just started a level 3 advanced apprenticeship supported by Northumberland Adult Learning Services (NALS). She has already finished her level 2 apprenticeship. Although she completed her A levels she didn't want to go straight to university, preferring to get some work experience.

She is aware that the level 3 advanced apprenticeship could help her into higher education and says she would consider doing a degree in the future, **"perhaps at the Open University or part-time"**.

## Want more information on what's out there?

### Business Administration Websites

[www.breakinto.biz](http://www.breakinto.biz)  
Careers in business administration website

[www.cfa.uk.com](http://www.cfa.uk.com)  
Council for Administration website

[www.lgcareers.com](http://www.lgcareers.com)  
Local government careers website

### Higher Education Information

[www.aimhighernorthumberland.co.uk](http://www.aimhighernorthumberland.co.uk)  
General information on Higher Education

[www.ucas.com](http://www.ucas.com)  
The site for applying to full-time Higher Education

[www.foundationdegree.org.uk](http://www.foundationdegree.org.uk)  
Information on Foundation Degrees

[www.studentfinanceengland.co.uk](http://www.studentfinanceengland.co.uk)  
Information on grants, loans and fees for Higher Education

### Universities, Colleges & Training Providers

[www.northumbria.ac.uk](http://www.northumbria.ac.uk)  
Northumbria University

[www.newcastle.ac.uk](http://www.newcastle.ac.uk)  
The University of Newcastle

[www.sunderland.ac.uk](http://www.sunderland.ac.uk)  
The University of Sunderland

[www.northland.ac.uk](http://www.northland.ac.uk)  
Northumberland College

[www.ncl-coll.ac.uk](http://www.ncl-coll.ac.uk)  
Newcastle College

[www.tynemet.ac.uk](http://www.tynemet.ac.uk)  
Tyne Metropolitan College

[www.northumberland.gov.uk](http://www.northumberland.gov.uk)  
Northumberland Adult Learning Services  
(Click on Education and Learning in the menu)

[www.necc.co.uk](http://www.necc.co.uk)  
North East Chamber of Commerce

For all local course information in Northumberland and Tyne and Wear check out:  
[www.my-steps.co.uk](http://www.my-steps.co.uk)

