

Administration, Business and Office Work

www.skillsca.org – information about qualifications in business, administration and other business related occupations

www.cipd.co.uk – information about careers, qualifications and routes into human resources (HR)

www.institutelegalsecretaries.com - information about training, qualifications and jobs as a legal secretary or PA

www.bsmsa.org.uk - information from the British Society of Medical Secretaries and Administrators

www.icsa.org.uk - information from the Institute of Chartered Secretaries and Administrators

https://nationalcareersservice.direct.gov.uk – website of the National Careers Service. Click on 'Career tools' and then 'Job Profiles'

www.apprenticeships.gov.uk – general information about apprenticeships

www.gov.uk/apply-apprenticeship - apprenticeship vacancies

For job/apprenticeship vacancies you could also try looking at the websites of local councils, law and accountancy firms, local colleges and universities and utility companies. Use **www.yell.com** to find companies near where you live. You could also try **www.jobs.nhs.uk** for jobs in administration in the NHS.



These websites will provide you with more information about working in administration, business and office work

For more careers information go to www.ckcareersonline.org.uk – the website of C&K Careers