

Administration, Business and Office Work

www.instructus-skills.org - information about qualifications in business, administration and other business-related occupations cross-sector apprenticeships

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 Governance Institute, formerly the Institute of Chartered Secretaries and Administrators, the professional body for company governance

<https://nationalcareersservice.direct.gov.uk> - website of the National Careers Service. Go to Explore Careers to search for jobs

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.