



Careers information sheet

Business Administration

What do Business Administrators do?

Business Administrators provide support systems, processes and services for businesses and organisations in both the public and private sectors.

All businesses - whatever their service or product - require administrators to keep them operating smoothly and efficiently so most of the skills are highly transferable.

The Council for Administration reports that the demand for skills is growing quickly and that the next few years will create a large number of new opportunities for those who are qualified and experienced. There are good prospects for promotion in larger companies to supervisory and management posts.

Source: Council for Administration

There are several different pathways to become a qualified Business Administrator.

- ROUTE 1 - Work based learning - apprenticeship
- ROUTE 2 - Vocational learning
- ROUTE 3 - Full time academic route

Go to the Key Routes web pages for interactive versions of these –
<http://www.keyroutes.org.uk/areas/business/opt-busadmin.aspx>

Adults without formal qualifications can move into business administration. The industry welcomes mature entrants with experience, good people skills and business sense and colleges are generally pleased for mature learners to take their vocational courses.

What else should I be doing?

It would help your career to:

- get work experience or a holiday job in an office environment
- work on your communication and negotiation skills
- practise your keyboard skills
- become familiar with all the basic admin software such as Word and Excel
- learn a modern foreign language

Useful links

Awarding bodies offering accredited qualifications in Business and Administration include:

Edexcel

<http://www.edexcel.org.uk>

OCR

<http://www.ocr.org.uk>

EDI

<http://www.ediplc.com>

<http://www.lcci.org.uk>

City & Guilds

<http://www.cityandguilds.co.uk>

IMI

<http://www.motor.org.uk>

The Open University

<http://www.open.ac.uk>

ASET

<http://www.aset.ac.uk>

EAL

<http://www.eal.org.uk>