



Administration, Business and Office Work

Local Information Sheet No. 4

The Work

- Do you like the idea of working in an office?
- Are you methodical and organised?
- Do you enjoy dealing with paperwork, IT and office based equipment?

All organisations have offices and there is a wide variety of opportunities, many of which require specialist skills and training - almost all require the use of ICT nowadays. (You can expect to use computers for word processing, spreadsheets, databases and presentation packages, as well as email and the use of intranets and the web.)

There are also business and clerical opportunities in other areas - see Sheets No. 6: Computers and IT, No. 10: Catering and Hospitality and No.16: Tourism.

See Work Matters for more labour market information (see page eight - Easy ways to get useful information).

What's Happening?

Locally over 24,000 people are employed in business, administration and finance. This sector is one of the biggest employers in the West of England. 20% of people in finance have administrative or secretarial jobs (such as counter clerks; pensions and insurance clerks; and account clerks). There is a growing demand within administration for people with broader and higher level skills. Overall this sector was expected to see the highest rate of employment growth. 13% between 2004 and 2014. With the recession and the financial crisis this is unlikely, but there will always be a demand for administration and business workers. Some of this demand will come from new local development sites including: Bath - SouthGate, Bath Western Riverside; Bristol Harbourside Phase 2; Locking Parklands (North Somerset); Science Park: SPark (South Gloucestershire); SouthGate (Bath); and Temple Quarter (Bristol).

Possible Job Titles

- | | | |
|--------------------------|----------------------------------|---------------------------------|
| Accounts/Finance Clerk | Local Government Committee | Receptionist |
| Administrative Assistant | Administrator | School Administrative Assistant |
| Bilingual PA | Medical Secretary | Secretary |
| Contact Centre Operator | Post Room Assistant/Messenger | Telephonist |
| Legal Secretary | Payroll Clerk/Supervisor/Manager | |

For more information on the above jobs and others in the business and secretarial fields look in the 'A' section of your Connexions Resource Centre.

Your Options at 16 and 17

- Further education at school or college – continue to study, full or part-time, for a career or keep your future options open and simply continue to improve your qualifications.
- Apprenticeships (Level 2)/Advanced Apprenticeships (Level 3) – learn new skills with an employer, gain qualifications and get some real work experience. You will receive a wage, or, if you are eligible, an Education Maintenance Allowance of up to £30 a week.
- Job – regular, paid work that, with training, can lead to recognised qualifications.
- e2e (Entry to Employment) & Pre-e2e – programmes to help you prepare for a job, an Apprenticeship or further education.

For details of all these options speak to your Connexions personal adviser or see page eight – Easy ways to get useful information.

Section 1

Further education: what's available locally and how to apply.

- This sheet lists full-time vocational courses. Other courses and ways of learning may be available.
- **Futures4Me** – explore all post-16 learning and training opportunities available in the West of England.
- Contact colleges/sixth form colleges for information and an application form. They all have websites.
- Go to open evenings and information events. See page eight – Easy ways to get useful information.
- Ask colleges/sixth form colleges how well previous students have done on their courses.
- Use your school's Connexions Information Centre for information about local colleges and sixth forms.
- Higher education, Apprenticeships, a job with training, self-employment or time out to travel or do voluntary work are all options after college/sixth form college.
- Education Maintenance Allowances (EMA) is a weekly payment to help with costs if you go into the sixth form, college or go into training. Other financial support exists to help with travel, specialist courses, books and equipment and childcare. Terms and conditions apply to all. For more information - <http://moneytolearn.direct.gov.uk>

CITY OF BATH COLLEGE

Avon Street, Bath BA1 1UP

Tel: 01225 312191

Website: www.citybathcoll.ac.uk

AAT Accountancy Technicians (AAT) – Foundation and Intermediate NVQ 2/3

(1 year). Entry requirements are 5 GCSEs grade C or above including Maths and English. Students are advised that they should have an interest in finance. For the Intermediate level an AAT Foundation or 2 A levels, or equivalent is required. The AAT qualification is an accredited route into the Accounting profession.

Diploma in Business Administration Level 2

(1 year). Entry requirements are 3 GCSEs grade D or above including English. Course units include administration, legal procedures and customer service.

Diploma in Business Administration Level 3

(1 year). Entry requirements are 4 GCSEs at C or above including English. Course units include organising projects/events, working relationships and customer relations.

BTEC First Diploma in Business

(1 year). Entry requirements are 4 GCSEs at F - D. This course is for learners with an interest in learning how organisations operate. Units include financial control, business communication and starting a small business.

BTEC National Diploma in Business

(2 years). Entry requirements are 4 GCSEs at C or above including Maths and English. This course will focus on business ownership, advertising and sales and the role of global firms.

HNC Business Management

(1 year). Entry requirements are at least one A-level pass (or a Nat Dip) and GCSEs. Students will develop a range of skills, techniques, personal qualities and attributes essential for successful performance in business.

CITY OF BRISTOL COLLEGE – COLLEGE GREEN CENTRE

St Georges Road, Bristol BS1 5UA

Tel: 0117 312 5000

Website: www.cityofbristol.ac.uk

AAT Fast Track – NVQ 2 Association of Accounting Technicians

(1 year). There are no formal entry requirements but you will be invited to interview to show you are numerate and literate. Our course, and the qualifications you leave with, are held in such high regard that employment agencies are happy to place our students. You will gain all the fundamental accounting skills, including cash and credit accounting, computerised accounts and business administration. You will also learn how to maintain a ledger and supply management information.

Business, Retail, Administration – BTEC Introductory Diploma & University of Cambridge Skills for Life ESOL

(1 year). You will need a minimum of an Entry Level 3 ESOL qualification as well as motivation, enthusiasm and commitment. This introductory qualification will give you hands-on experience and will help you achieve your full potential. It will give you the chance to investigate the opportunities offered in this sector.

Business, Retail & Administration – BTEC Introductory Diploma

(1 year). Entry requirements are a minimum of 4 GCSEs grade G or above. This course will give you an insight into the industry, encouraging you to develop personal skills and qualities that you will need.

Business Administration – NVQ 2

(1 year). Entry requirements are at least 4 GCSEs grade D and above including English Language. The course is for 16-19 year old students who would like an introduction into the world of office work.

Business – BTEC First Diploma

(1 year). Entry requirements are 4 GCSEs grade D or above (including English and Maths) or a Merit in any BTEC Level 1 course. It will give a broad introduction to business for those students who have not studied business before.

Business Administration – Apprenticeship Level 2 or 3

(2 or 3 years). Entry requirements are a good command of English language, preferably GCSE English grades A* - C. However, we do have a flexible approach. This course involves developing, implementing, maintaining and evaluating various systems that are required for a company to run effectively. You will study a range of subject areas including Business, Written Communication, Personal Effectiveness, Time Management and compiling PowerPoint presentations.

ILEX Legal Secretarial – Certificate/Diploma Level 2

(1 year). To be accepted on the course you will need an interview and one of the following: at least 4 GCSEs grade C or above; an NVQ 2 in Administration or a BTEC First Diploma in Business at Merit level. You will develop audio and word processing skills and produce a variety of business and legal documents.

Legal Trainees – ILEX Legal Studies Level 2

(1 year). To be accepted on the course you will need ideally GCSE English grade D or above and a satisfactory school report for school leavers. Previous or current experience of working in an office environment would be an advantage. This course is designed as an introduction to the English legal system. You will become familiar with a variety of legal principles and legal terminology as well as developing good communication and IT skills, which are essential to work in a busy legal environment. Topics covered include criminal, contract and negligence law. This is a great way to see if you enjoy studying law as well as providing the opportunity to progress further.

ILEX Legal Office Skills – Level 2

(1 year). Entry requirements are an NVQ 2 or 3 in Administration, or previous office experience, and you will need to attend an interview. You will have training in legal word processing, legal audio, proofreading, IT and administration. You will also develop your keyboarding skills to 50 wpm and more.

Legal Executives – Level 3

(1 year). Entry requirements are 5 GCSEs at grade C or above (or equivalent) including English Language or English Literature or the ILEX Legal Studies Level 2 Certificate. You will also need to have a good standard of spoken and written English and the ability to interpret text and take notes is essential. This is a work-related course designed to be a step towards fully qualified status within the legal profession. The qualification could also provide a route into higher education. On completion of the final stage of the ILEX course (Fellowship) it is possible to go on to qualify as a solicitor. The study of Criminal, Tort, Land, Contract and other subjects will be undertaken as well as the development of good IT and communication skills essential to function in a modern legal environment. Court visits and work shadowing in a law firm will be arranged during the course.

AAT Fast Track – Intermediate – NVQ 3 Association of Accounting Technicians

(1 year). Entry requirements are AAT 2 qualification. You will learn how to prepare and analyse final accounts and prepare management reports.

Business – BTEC National Diploma

(2 years). Entry requirements are either 4 GCSEs grade C or above (preferably including Maths and English), a BTEC First Diploma or GNVQ Intermediate (at Merit or above), or other equivalent qualifications or experience. The course will give students the underlying knowledge and skills required to be successful in a business environment.

CITY OF BRISTOL COLLEGE – SOUNDWELL CENTRE

St Stephens Road, Soundwell, Bristol BS16 4RL

Tel: 0117 312 5000

Website: www.cityofbristol.ac.uk

AAT Fast Track – NVQ 2 Association of Accounting Technicians

(1 year). There are no formal entry requirements but you will be invited to interview to show you are numerate and literate. Our course, and the qualifications you leave with, are held in such high regard that employment agencies are happy to place our students. You will gain all the fundamental accounting skills, including cash and credit accounting, computerised accounts and business administration. You will also learn how to maintain a ledger and supply management information.

AAT Fast Track – NVQ 3 Association of Accounting Technicians

(1 year). Entry requirements are AAT 2 qualification. You will learn how to prepare and analyse final accounts and prepare management reports.

CITY OF BRISTOL COLLEGE – SOUTH BRISTOL SKILLS ACADEMY

Whitchurch Lane, Bristol, BS14 0JZ

Tel: 0117 312 5000

Website: www.cityofbristol.ac.uk

Business, Retail & Administration – BTEC Introductory Diploma

(1 year). Entry requirements are a minimum of 4 GCSEs grade G or above. This course will give you an insight into the industry, encouraging you to develop personal skills and qualities that you will need.

FILTON COLLEGE

Filton Avenue, Bristol BS34 7AT

Tel: 0117 931 2121

Website: www.filton.ac.uk

Business and Administration Apprenticeship – Level 1, 2 & 3

Level 2: You will normally have achieved a good basic range of GCSEs (A - D grades) when you join the programme. However, we have a flexible approach. Commitment and aptitude are also taken into consideration.

Level 3: You will normally have achieved a Level 2 Apprenticeship or 4 GCSEs grade A - C and be involved in supervisory work. However, we have a flexible approach.

Business – Diploma/IT Certificate

(1 year). There are no formal qualifications are required. Motivation and commitment to the subject are important. Acceptable level of literacy and numeracy required. (E3/LI).

Business – First Diploma

(1 year). Entry requirements are 2 GCSEs grade D preferably in English and Maths or BTEC Introductory Diploma at merit or above.

Business – First Diploma (with IT)

(1 year). Entry requirements are 2 GCSEs grade D preferably in English and Maths or BTEC Introductory Diploma at merit or above.

Business – National Diploma

(2 years). Entry requirements are 4 GCSEs grade A - C (preferably including Maths or English, or a BTEC First Diploma at merit or above).

Business, Administration and Finance – Advanced Diploma

(2 years). Entry requirements are 5 GCSEs grade A - C (preferably to include Maths and English), or a BTEC First Diploma at merit or above (and preferably GCSE Maths and English at Grade C).

Understanding Enterprise – BTEC Level 2 Award

This course can be taken alongside the BTEC First Diploma in Business. It covers a range of topics involved in setting up your own business including; planning the finance required; putting together a business plan for starting a business, where to obtain advice and support; and how to market and sell your products to customers.

KEYNSHAM BUSINESS AND SECRETARIAL CENTRE

St Francis Road, Keynsham BS31 2DY

Tel: 0117 986 1662

Website: www.nortcoll.ac.uk

Business and Administration– NVQ (OCR) – Level 1

(1 year). There are no formal entry requirements. Students will study a range of skills required in today's modern offices. Students will increase their understanding of basic secretarial functions and develop their ability to carry out practical routine secretarial tasks.

Business and Administration– NVQ (OCR) – Level 2

Entry requirements are 4 GCSEs with English at grade D. Building on the knowledge gained on the NVQ level 1 course, students will develop their ability to carry out numerous secretarial tasks in a way that is relevant to the modern workplace.

Business and Administration – NVQ (OCR) – Level 3

Entry requirement is NVQ Business and Administration Level 2. Students will develop their understanding of a range of complex secretarial functions and activities. Students will also develop their ability to carry out many practical secretarial tasks in the modern workplace.

Business – First Diploma (BTEC) – Level 2

Entry requirements are a level 1 qualification or GCSEs grades D - G. This course provides an introduction to the world of business and deals with the process of business, developing customer relationships, investigating financial control, business communication and business organisation.

Business – National Certificate (BTEC) – Level 3

(2 years). Entry requirements are a level 2 qualification or GCSEs grades A - C. This course provides a more in depth study of the world of business, with units covering people, communication and information in Business, exploring business activities, marketing, business resources, business finances, administration and economics.

All learners at the Keynsham Business & Secretarial Centre will have the opportunity to study a foreign language and obtain a business language competency certificate.

The college is also part of the BANES Diploma Consortium and is delivering part of the Business Administration and Finance Diploma in partnership with Writhlington School.

NORTON RADSTOCK COLLEGE

South Hill Park, Radstock, Bath BA3 3RW

Tel: 01761 433161

Website: www.nortcoll.ac.uk

AAT Fast Track – NVQ levels 2 and 3 in Accounts

Entry requirements - successful interview, 5 GCSEs grade A - C and two years work experience.

Progression route to AAT Technician. Course covers all aspects of manual and computerised accounts.

Business and Administration Level 1 NVQ (OCR)

(1 year). There are no formal entry requirements. Students will study a range of skills required in today's modern offices. Students will increase their understanding of basic secretarial functions and develop their ability to carry out practical routine secretarial tasks.

Business and Administration Level 2 NVQ (OCR)

Entry requirements are 4 GCSE's with English grade D. Building on the knowledge gained on the NVQ level 1 course, students will develop their ability to carry out numerous secretarial tasks in a way that is relevant to the modern workplace.

Business and Administration Level 3 NVQ (OCR)

Entry requirement is NVQ Business and Administration Level 2. Students will develop their understanding of a range of complex secretarial functions and activities. Students will also develop their ability to carry out many practical secretarial tasks in the modern workplace.

The college is also part of the Bath and NE Somerset Diploma Consortium and is delivering part of the Business Administration and Finance Diploma in partnership with Writhlington School.

ST. BRENDAN'S SIXTH FORM COLLEGE

Broomhill Road, Brislington, Bristol BS4 5RQ

Tel: 0117 977 7766

Website: www.stbrn.ac.uk

Business BTEC National Award Certificate

(2 years). A practical business course equivalent to one or two A levels. Provides students with the knowledge and basic business skills to go on to university or seek employment in the following fields; finance, marketing, human resources, administration and management.

Business BTEC First Diploma

Entry requirement is mainly grade D at GCSE. This is a vocational course which is equivalent to four GCSE passes at A - C, which prepares students to progress to advanced level courses or enter employment. It introduces a number of topics including: finance, business, communications, online websites, sales and customer services.

WESTON COLLEGE

Knightstone Road, Weston-super-Mare BS23 2AL

Tel: 01934 411411

Website: www.weston.ac.uk

Business – BTEC First Diploma

(1 Year). Entry requirements are 4 GCSEs grades C - E, preferably to include two at grade C or above. Alternatively you will need an appropriate Level 1 qualification such as a BTEC Introductory Diploma in Business, Retail and Administration.

Business Administration and Finance – Higher Diploma

(1 Year). Entry requirements are 4 GCSEs grades C - E, preferably to include English Language and Maths at grade C or above. Alternatively you will need an appropriate Level 1 qualification such as a BTEC Introductory Diploma.

Business – BTEC National Diploma

(2 Years). Entry requirements are 5 GCSEs grades A - C, preferably to include Maths and English Language. Alternatively, you will need an appropriate Level 2 qualification such as a BTEC First Diploma in Business.

Business, Administration and Finance – Advanced Diploma

(2 Years). Entry requirements are 5 GCSEs grades A - C, including English Language and Maths. Alternatively, you will need an appropriate Level 2 qualification accompanied by GCSEs in Maths and English Language grades A - C or equivalent (for example Key Skills Level 2 in Communication and Application of Number).

Business, Retail and Administration – BTEC introductory Diploma

(1 Year). Entry requirements are some GCSEs grades C - E and you must be able to demonstrate an interest in the subject and a willingness to study the course.

Legal Studies – Certificate

(1 Year). Entry requirements are least 4 GCSEs in the C - E range, preferably to include two at grade C or above. Alternatively you will need an appropriate Level 1 qualification. You will also need a successful course interview.

Legal Studies Diploma

(1 year). Entry requirements are 5 GCSEs in the A*-C range preferably to include Maths and English Language. Alternatively you will need to have gained the Certificate in Legal Studies or some experience of employment in a legal environment.

Section 2

Year 12 (Sixth Form)

- Choose from a wide range of courses including AS/A2 Levels, GCSEs, Diplomas, National Diplomas, NVQs and other work related courses.
- Contact sixth forms for information and an application form. They all have websites.
- Go to open evenings and information events. See page eight – Easy ways to get useful information.
- Ask sixth forms how well previous students have done on their courses.
- Use your school's Connexions Information Centre for information about local sixth forms.
- Additional further education, higher education, Apprenticeships, a job with training, self-employment or time out to travel or do voluntary work are all options after the sixth form.
- Educational Maintenance Allowance is a weekly payment to help you continue to learn or train. EMA is worth up to £30 a week. Other financial support exists to help with travel, specialist courses, books and equipment and childcare. Terms and conditions apply to all. For more information – <http://moneytolearn.direct.gov.uk>

Section 3

Apprenticeships and Jobs

Both of these options allow you to learn new skills with an employer and get some real work experience – but only an Apprenticeship will **guarantee** you training and the chance to gain qualifications. You will receive a wage, or, if you are eligible, an Education Maintenance Allowance of up to £30 a week. See page eight – Easy ways to get useful information.

Local Apprenticeships

Accounting

- **City of Bristol College**, College Green Centre, St Georges Road, Bristol BS1 5UA. 0117 312 5007. Claire Arbery. claire.arbery@cityofbristol.ac.uk
- **Kaplan Financial**, City Point, Templegate, Bristol BS1 6PL. 0117 925 5266. Rhian Gilbert. rhian.gilbert@kaplan.co.uk
- **Weston College**, Knightstone Road, Weston-super-Mare, North Somerset BS23 2AL. 01934 411411. Peggy Tovey. peggy.tovey@weston.ac.uk
- **White Horse Training**, 1 South Parade, Bath BA2 4AA. 01225 460167. Lynda Street. lynda@whitehorse ltd.co.uk

Insurance

- **Babington Business College**, 9-11 Charnwood Street, Derby DE1 2GT. 01332 345450. Simon Parkes. simon.parkes@babington.co.uk

Business Administration

- **City of Bath College**, Avon Street, Bath BA1 1UP. 01225 328644. Lianne McCarthy. mccarthy@citybathcoll.ac.uk
- **City of Bristol College**, College Green Centre, St Georges Road, Bristol BS1 5UA. 0117 312 5007. Claire Arbery. claire.arbery@cityofbristol.ac.uk, College Green Centre, St Georges Road, Bristol BS1 5UA. 0117 312 5007. Claire Arbery. claire.arbery@cityofbristol.ac.uk
- **Filton College**, Filton Avenue, Bristol BS34 7AT. 0117 909 2223. Claire Thorogood. claire.thorogood@filton.ac.uk
- **In Training (CBE) Ltd**, 84 Lincoln Road, Peterborough, Cambridgeshire PE1 2SW. 01733 558085. Jason Thorpe. jason.thorpe@intraining.co.uk
- **JHP Training**, Ground Floor Units 3 & 4, Servert Way, Gordano Gates Business Park, Portishead BS20 7GD. 07912 895175. Neil Tamplin. neil.tamplin@jhptraining.com
- **KTS Training**, Kings Gate House, Church Road, Kingswood, Bristol BS15 4AU. 0117 960 5184. Andy Haynes. andy.haynes@ktsgroup.co.uk
- **Paragon Skills for Industry**, Lynch Lane, Weymouth, Dorset DT4 9DW. 01305 786999. Gavin Freed. gavin.freed@pgon.co.uk
- **Positive Outcomes**, Tudor House, 308 Chesterfield Road North, Mansfield NG19 7QU. 01623 819080. Glen Morgan. glenn@posout.com
- **Protocol Skills Limited**, 19 Byron Way, Exmouth, Devon EX8 5SE. 07795 255747. Melissa Mitchell. mmitchell@protocol-skills.co.uk
- **Ultra Training Limited**, Uzella House, Callywith Gate, Launceston Road, Bodmin, Cornwall PL31 2RQ. 0845 009 1097. John Wilkie. john.wilkie@utrain.com
- **VT Training Plc**, 30 The Courtyard, Woodlands, Bradley Stoke, Bristol BS32 4NH. 01454 618960. Craig Dutton. craig.dutton@vtplc.com
- **Weston College**, Knightstone Road, Weston-super-Mare, North Somerset BS23 2AL. 01934 411411. Peggy Tovey. peggy.tovey@weston.ac.uk

Team Leadership/Leading

- **In Training (CBE) Ltd**, 84 Lincoln Road, Peterborough, Cambridgeshire PE1 2SW. 01733 558085. Jason Thorpe. jason.thorpe@intraining.co.uk
- **JHP Training**, Ground Floor Units 3 & 4, Servert Way, Gordano Gates Business Park, Portishead BS20 7GD. 07912 895175. Neil Tamplin. neil.tamplin@jhptraining.com
- **KTS Training**, Kings Gate House, Church Road, Kingswood, Bristol BS15 4AU. 0117 960 5184. Andy Haynes. andy.haynes@ktsgroup.co.uk
- **Positive Outcomes**, Tudor House, 308 Chesterfield Road North, Mansfield NG19 7QU. 01623 819080. Glen Morgan. glenn@posout.com
- **Protocol Skills Limited**, 19 Byron Way, Exmouth, Devon EX8 5SE. 07795 255747. Melissa Mitchell. mmitchell@protocol-skills.co.uk
- **Weston College**, Knightstone Road, Weston-super-Mare, North Somerset BS23 2AL. 01934 411411. Peggy Tovey. peggy.tovey@weston.ac.uk

Local Advanced Apprenticeships

Accounting

- **City of Bristol College**, College Green Centre, St Georges Road, Bristol BS1 5UA. 0117 312 5007. Claire Arbery. claire.arbery@cityofbristol.ac.uk
- **Kaplan Financial**, City Point, Templegate, Bristol BS1 6PL. 0117 925 5266. Rhian Gilbert. rhian.gilbert@kaplan.co.uk
- **Weston College**, Knightstone Road, Weston-super-Mare, North Somerset BS23 2AL. 01934 411411. Peggy Tovey. peggy.tovey@weston.ac.uk
- **White Horse Training**, 1 South Parade, Bath BA2 4AA. 01225 460167. Lynda Street. lynda@whitehorse ltd.co.uk

Business Administration

- **City of Bath College**, Avon Street, Bath BA1 1UP. 01225 328644. Lianne McCarthy. mccarthy@citybathcoll.ac.uk
- **City of Bristol College**, College Green Centre, St Georges Road, Bristol BS1 5UA. 0117 312 5007. Claire Arbery. claire.arbery@cityofbristol.ac.uk
- **Filton College**, Filton Avenue, Bristol BS34 7AT. 0117 909 2223. Claire Thorogood. claire.thorogood@filton.ac.uk
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- **KTS Training**, Kings Gate House, Church Road, Kingswood, Bristol BS15 4AU. 0117 960 5184. Andy Haynes. andy.haynes@ktsgroup.co.uk
- **Paragon Skills for Industry**, Lynch Lane, Weymouth, Dorset DT4 9DW. 01305 786999. Gavin Freed. gavin.freed@pgon.co.uk

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- **Weston College**, Knightstone Road, Weston-super-Mare, North Somerset BS23 2AL. 01934 411411. Peggy Tovey. peggy.tovey@weston.ac.uk

Insurance

- **Babington Business College**, 9-11 Charnwood Street, Derby DE1 2GT. 01332 345450. Simon Parkes. simon.parkes@babington.co.uk

Management

- **In Training (CBE) Ltd**, 84 Lincoln Road, Peterborough, Cambridgeshire PE1 2SW. 01733 558085. Jason Thorpe. jason.thorpe@intraining.co.uk Ltd
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- **Weston College**, Knightstone Road, Weston-super-Mare, North Somerset BS23 2AL. 01934 411411. Peggy Tovey. peggy.tovey@weston.ac.uk

For more on Apprenticeships

- www.apprenticeships.org.uk – visit the National Apprenticeship website for information including the National Apprenticeship Vacancy Matching Service (scroll down and click on the ‘Apprenticeship Vacancies’ link). This service lets you search for Apprenticeship vacancies in a variety of ways, such as by occupational area, provider or by postcode.
- **08000 150 600** – Call the National Apprenticeship Hotline for help and advice.
- If you are still not sure and need help, please contact careers staff in your school/college or your local Connexions West of England Centre (addresses at end of this leaflet).

Time Off for study or training

- The right to Time Off for Study or training is designed to help you if you are aged 16-17, got few if any qualifications at school, and are now employed in a job which offers little or no training.
- For more information – www.connexions-direct.com – look under work schemes>time off for study and training.

Easy ways to get useful information

- www.connexionswest.org.uk – information for 13-19 year olds; vacancies; local support agencies; education & training database; publication downloads.
- <http://options.connexionswest.org.uk> – Your Way Forward - Options @ 16 and 17. Post-16 learning, training and work options; qualifications; sources of finance; useful websites.
- <http://workmatters.connexionswest.org.uk> – Information about working in the local area; how much people earn; number of people employed; types of jobs; useful websites.
- **Futures4Me** – explore all post-16 learning and training opportunities available in the West of England.

Connexions West of England Centres are open Monday – Friday. Contact direct for opening hours.

Bristol
4 Colston Avenue
Bristol BS1 4ST
Tel: 0117 987 3700
Fax: 0117 987 3701
Minicom: 0117 907 4514

Bath & North East Somerset
28 Southgate
Bath BA1 1TP
Tel: 01225 461 501
Fax: 01225 465 619

South Gloucestershire
21-23 High Street
Kingswood
Bristol BS15 4AA
Tel: 0117 961 2760
Fax: 0117 960 7838

South Gloucestershire
28 Gloucester Rd North
Filton
Bristol BS7 0SJ
Tel: 0117 969 8101
Fax: 0117 931 2978

North Somerset
45 Boulevard
Weston-super-Mare
BS23 1PG
Tel: 01934 644443
Fax: 01934 644409

www.connexionswest.org.uk
enquiries@connexionswest.org.uk

Connexions Direct (confidential information, advice and support for young people)
Tel: 080 800 13 2 19. Text: 07766 4 13 2 19. www.connexions-direct.com

The information in this leaflet was correct at the time of writing. Please check details - information dates quickly.

Produced by Red Bridge Solutions Ltd - enquiries@redbridgesolutions.co.uk