

Business & Finance



Consider Options* Age 14

Level 1	Level 2
Business, Administration and Finance Diploma – Foundation	Higher
GCSE Business Studies	
GCSE Applied Business	
Basic Book Keeping	BTEC First Business
	OCR National Certificate in Vocational Business Studies L2

The financial services industry is focused on saving, borrowing and investing. Quite apart from the business it generates in the UK, it is one of the country's biggest exports and is vital to the economy. Commerce and industry could not operate on an international scale without the protection the financial services sector provides.

Jobs are available in the following areas:

- customer-facing operations - banking personnel, insurance brokers, financial planners and investment bankers work with private and institutional clients, helping them to make informed decisions
- central operations - fund managers, credit analysts and stock market traders carry out decisions made by clients, such as a sale of shares
- back office - accountants, investment analysts, insurance underwriters and loss adjustors research and process information and maintain records.

Employers usually look for a broad range of personal skills, including being able to work well in a team, being self-motivated, having good communication skills, and showing an interest in financial and business affairs. Many highly paid jobs in the City of London are held by young people with energy and skills developed mainly by experience.

For Apprenticeships: www.apprenticeships.org.uk

*These are local examples of the kinds of courses available.

Please use the Area Wide Prospectus www.myfuturesussex.com for further information

Consider Options* Age 16

Level 1	Level 2	Level 3
Business, Administration and Finance Diploma – Foundation	Higher	Advanced
GCSE Business Studies		AS & A2 Business Studies
GCSE Applied Business		AS & A2 Accounting & Finance
Basic Book Keeping	BTEC First Business	Association of Accounting Technicians Intermediate Stage
	Apprenticeship in Business Administration	Advanced Apprenticeship in Providing Financial Services
	Apprenticeship in Accounting	
	OCR National Certificate in Vocational Business Studies L2	OCR National Certificate in Vocational Business Studies L3
	Apprenticeship in Customer Services	Advanced Apprenticeship in Payroll

Possible Future Directions

- Bank officer
- Book-keeper
- Business analyst
- Cashier
- Customer service adviser
- Industry and commerce accountant
- Insurance claims handler
- Management consultant
- Personal assistant
- School secretary
- Finance Clerk
- Auditor
- Bank Customer Advisor
- Investment Administrator
- Pensions Administrator
- Insurance Technician
- Entrepreneur

Providers offering:
City College Brighton & Hove
Northbrook College
Varndean College
BHASVIC

Sussex Downs College
Blatchington Mill
Cardinal Newman Catholic School
Dorothy Stringer School
Falmer High School

Hove Park School
Longhill School
Patcham High School
Portslade Community College
Varndean School