

BUSINESS & PROFESSIONAL SERVICES



The business & professional services sector in the Marches (Hereford, Shropshire, Telford & Wrekin) is home to a vast amount of multinational company headquarters.

Service areas include:

- HR
- IT
- Consultancy
- Marketing & Public Relations
- Facilities management
- Legal
- Finance

Employment within this sector is expected to grow over the next 10 years.

Skills shortages

Employers are experiencing skills shortages & are interested in recruiting graduates with workplace experience for business management & consultancy roles.



Local Overview

Across the Marches 49,000 people are employed in roles within the business, financial & professional services. This makes business and professional services one of the largest sectors offering highly skilled jobs. Growth in cashless transactions, digital service provision, cloud-based solutions, cryptocurrencies, Artificial Intelligence (AI) and machine learning will mean that skills in blockchain development, programming, data analytics and statistics will continue growing and be in demand.

What areas are in demand?

Areas that are in high demand in the business & professional services sector include:

- Big data
- IT services
- Cyber security
- Financial technologies

Job Roles

- *Accountant*
- *Credit Controller*
- *Lawyer*
- *Auditor*
- *Recruiter*
- *Admin Assistant*
- *Book Keeper*
- *Database Security Administrator*
- *Social Media Manager*



When a vacancy arose in the team the Legal Services Manager considered creating an apprentice post to provide an opportunity potentially to a young person to start their career in the NHS.

Molly Saunders – Legal & Security Services Apprentice

Business Administrator Level 3 Apprenticeship – 18 month programme

I started by doing a Business Administration Level 2 Apprenticeship with SATH.

I wanted to do the Level 3 apprenticeship to continue to grow my qualifications and stay within legal services and one day complete a Law Degree, studying for my Level 3 has helped me to gain a lot of knowledge and experience needed in my workplace to complete a degree.

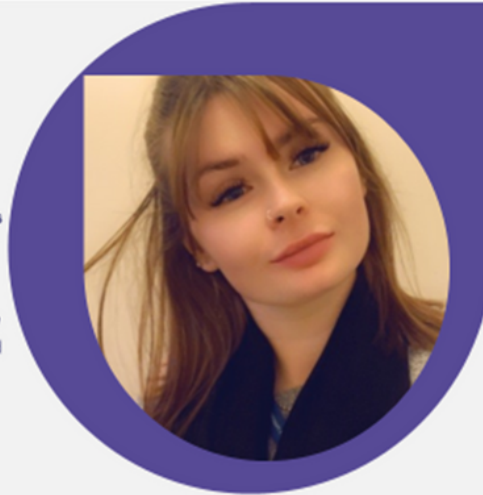
In normal times my programme required me to attend 6 college taught lessons. As I haven't been able to do that this year I have been attending 1:1 team's calls with my assessor to do the taught lessons/ mock exams and get advice on the work I have completed. It requires me to write a lot of my 'on the job' training down and to have an extensive role and knowledge of my work to be able to complete the course.

I can honestly say working in the Legal Services Team and gaining the knowledge and experience I have and completing both of my qualifications is one of the best decisions I have made in my life. I love the course and my job and the training and the things I get to be a part of because of it.

I would 100% recommend it to anyone who wants to learn and develop in a role within SATH.

Hopefully I will gain a substantive post to be Legal Services Clinical Negligence Administrator.

Molly has since secured a permanent post within the team. The Team are now supporting a further Apprentice.



Apprenticeships

An apprenticeship is a full time job with training, accessible to anyone aged 16 & over.

On an apprenticeship you will earn whilst you learn. You will be employed full time, working along side experienced staff, with time allocated for the theory based learning required to gain your qualification.

Apprenticeships within the Business & Professional services sector, are highly readily available with local employers within the Marches.

Apprenticeship roles can include:

- Intermediate - equivalent to Level 2 - 5 GCSE's at grades 9-4
- Advanced Level 3 - equivalent to 2 A levels or a Level 3 diploma
- Higher Level 4,5,6 & 7- equivalent to a foundation degree
- Degree Level 6 & 7 - equivalent of a bachelors or masters degree

- Finance assistant
- Business admin support
- Digital Marketer
- Project Manager

Why complete an apprenticeship?

- Takes 1-5 years to complete
- Start your career as soon as you leave school
- Time split between work and training
- Focused on learning hands on skills for specific roles
- Over 100 roles can be carried out through apprenticeships
- Earn as you learn with no tuition fees

Local Employers

Click on the logos to find out more about the companies





Activities

Business and Professional Services

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BOOK KEEPER
LAWYER
RETAIL BUYER
BRAND MANAGER
DATA ANALYST
RECRUITER
AUDITOR
ECONOMIST

Play this puzzle online at : <https://thewordsearch.com/puzzle/3219835/>

Research the 3 job roles from above and find out the following:

- Skills & Qualities required
- What the role consists of
- Linked subjects