

Working in Offices

- A lot of work is based in offices
- Work usually involves using computers, telephones and paperwork
- There are different areas of work to specialise in, such as Accounts, Reception, Secretarial, Administration
- This leaflet covers the main routes into office work at
- 16—18. There are various levels of work; others may be entered after Further or Higher Education.



Some career ideas

Office junior

Secretary

Receptionist

Import/export clerk

Accounts technician

Legal secretary

Insurance Clerk

Haulage administrator

For more information use your careers library or www.connexions-direct.com/jobs4u

Looking for Jobs

- Read Connexions job vacancy posters displayed in school/college or log on to our website www.thesource.me.uk
- Look at the Jobcentre Plus site www.jobcentreplus.gov.uk
- Or Agency websites www.kellyservices.co.uk; www.keyit.co.uk; www.staffbank.co.uk; www.tandem-personnel.com; www.adecco.co.uk
- Ring or write to employers you would like to work for
- Ask friends, family & neighbours to help you in your job search
- Read job pages in the local papers especially each Wednesday
- Use the Internet – some employers post careers information or vacancies on their website.
- Be sure a job really interests you, if it does, apply immediately
- Register with Connexions when you leave education
- Check Yellow Pages or www.yell.com for addresses under the following headings:

Accountants, Banks, Builders, Building Societies, Engineering, Health Authorities, Hotels, Estate Agents, Freight Forwarders, Local Government, Solicitors, Insurance, Shipping

REMEMBER - to keep on looking for your own employer

Training

All jobs involve some sort of training:

- (a) "On the job" training that helps you to do the work on a day to day basis, or
- (b) Training that also leads to a recognised qualification such as an NVQ (National Vocational Qualification)

An Apprenticeship is a job with training at NVQ level 2 or 3.

Apprenticeships include improving your "Key Skills" such as communication, numeracy & IT, which are relevant for all jobs and technical certificates related to the type of work.

* Some training providers offer a Programme Led Pathway. This means that you would start by working towards the Key Skills and Technical Certificates at the training centre to prepare you for moving on to an apprenticeship.

NVQs are different to GCSEs, because they are very practical and relate to the job you are learning to do. They can be gained in different ways, such as one day per week at college, in blocks of training, once per month in a training centre, etc.

Training Centres

- NVQs in Business Administration will include:
- Keyboard skills
- Operating computers
- Telephone techniques
- Reception duties
- Systems & wordprocessing
- Basic accounts
- Databases & spreadsheets
- Arranging meetings & travel

NVQs are also available in Information Technology (see Working with Computers) Accounting Technician (at Suffolk College) International Trade & Services at ITS Training Services)

Don't forget ...

For further information about courses you can refer to these sources of information:

- College and 6th Form prospectuses
- Suffolk 14-19 Learning Opportunities - www.future4me.org.uk

Time Off for Study or Training

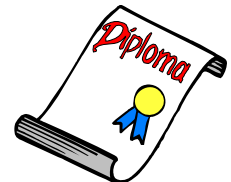
If you are 16 or 17 years of age you have a right to paid time off work for study or training if:

- You are employed
- You did not obtain 5 GCSEs at grades A* - C or the equivalent (e.g. an Intermediate GNVQ)

The Government has given this right to young workers so that they can:

- Be given another chance to obtain recognised qualifications
- Be more valuable to employers

If you are not receiving training in your job then contact Connexions and ask to speak to someone about your "Right to Time Off for Study and Training"



Drop in at our Connexions centres - they're open to the public

43 St Andrews Street South
Bury St Edmunds
IP33 3PH

Tel. 01284 768493

37 - 43 Fore Street
Ipswich
IP4 1JL

Tel. 01473 341800

Opportunity House
London Road North
Lowestoft
NR32 1BH

Tel. 01502 508680

The Cangle Junction
Haverhill
CB9 9PF

Tel. 01440 765050
(Open Mon, Tues, Wed
10-12am; 1 -3 pm)

Freephone: 0800 085 4448

Web: www.thesource.me.uk

Email: enquiries@connexionssuffolk.org.uk

The Youth & Connexions Service is part of Suffolk County Council