

BUSINESS & ADMINISTRATION

How can you make a start on your career during your time in secondary school?



1

LEARN & EXPLORE

- Focus on subjects like Business Studies, Maths, and IT.
- Try free online courses in project management, accounting, or office software.

2

GAIN EXPERIENCE

- Volunteer for school events or community organisations.
- Look for part-time jobs in office settings, retail, or customer service.

3

DEVELOP SKILLS

- Practice communication, organisation, and time management.
- Learn to use software like Microsoft Office and Google Workspace.

4

NETWORK & CONNECT

- Attend career days or business workshops.
- Join online forums or networks related to business and administration.

5

PLAN FOR THE FUTURE

- Research careers in administration, management, or human resources.
- Explore college programs or apprenticeships in business.

SCAN THE QR CODE TO EXPLORE THE JOBS YOU CAN DO IN THIS SECTOR

