



## CAREERS

- Business Adviser
- Project Manager
- Management Consultant
- Development Manager
- Stockbroker
- Business Analyst
- Economist
- Retail Manager

## BUSINESS AND MANAGEMENT

### INTRODUCTION TO THE BUSINESS AND MANAGEMENT SECTOR

The Business and Management sector is home to a variety of careers with jobs available in several locations across the UK. More than 5.9 million private sector businesses were in the UK in 2019. Business allows you to develop a broad understanding of business organisations and provides you with subject-specific knowledge in areas such as markets, customers, finance, operations, communication, IT and business policy and strategy.

### WORK EXPERIENCE AND TRAINING SCHEMES

A Business and Management degree prepares you for a career in Business, which can be applied to any sector or industry. Try to decide on the area you want to work in and aim to get relevant work experience. As well as work experience alongside your studies, some large employers offer graduate training schemes. For example, the NHS recruit's candidates for its [Graduate Management Training Scheme](#).



### PROGRESSION ROUTES

[BA \(Hons\) Business, Enterprise, and Leadership](#) – Truro College

## SALARY

Salaries within the Business and Management sector can vary depending on the job role and industry that you work for. Examples of starting salaries are:

- **Business Advisor** – starting salaries range between £18,000 and £25,000.
- **Project Manager** – salaries start around £20,000.
- **Management Consultant** – starting salaries can be up to £25,000.
- **Stockbroker** – newly qualified brokers in a large bank can earn a starting salary of up to £25,000 plus commission.

## KEY SKILLS

- Understanding of organisational structure and behaviour
- Ability to research, interpret and use business data
- Ability to manage time, projects, and resources
- Teamwork and communication
- Decision-making
- Self-resilience and initiative



## CVS AND JOB INTERVIEWS

### WHAT IS A CV AND JOB INTERVIEW?

A CV or Curriculum Vitae is a written summary of your skills and qualifications that can be attached to a job application or presented on its own to promote yourself to potential employers. A job interview is when the employer finds out if you are the right person for the job in terms of your professional, personal, and interpersonal skills. It is also the chance for you to decide whether it is the right job for you.

### WHAT TO INCLUDE IN A CV?

- Contact details
- Personal profile
- Your education history
- Your work experience history
- Hobbies, interests, and achievements
- References

### KEY TIPS ON WRITING A CV

- Create different versions of your CV for different roles that you might consider
- Be concise and to the point
- Proofread and check spelling and grammar
- Match the sections of information with the skills description linked to the role or identified in the job advert
- Always send with a covering letter

### KEY TIPS ON PREPARING FOR A JOB INTERVIEW

- Plan your journey
- Prepare your clothes the night before
- Be polite, friendly, and professional
- Body language is significant in terms of creating a good impression
- Answer the questions as fully as you can, using good examples to illustrate your skills

## SKILLS FOCUSED CV

This often provides a mini profile of you as an individual and then provides examples that demonstrate evidence of you being able to apply the main skills you have developed in various areas of your life that employers are looking for. This type of CV is also useful if you have gaps in your employment history, limited experience or are applying for a job which is unrelated to your degree.

## CHRONOLOGICAL CV

Sometimes known as a traditional CV, it is used to match your qualifications and work experience with the requirements for the job role. This type of CV is structured in reverse chronological order i.e. the most recent qualifications and experience are listed first. This CV template makes it easy for employers to identify potential candidates and for you to match your qualifications, work history and responsibilities with the criteria on the job description.

## CREATIVE CV

A creative CV is used in customer-facing and creative roles in marketing, arts, sales, and media. It can allow you to provide links to an online portfolio or video to create an impact and give a glimpse into who you are and how you can help organisations grow and deliver value to their customers.

## ACADEMIC CV

Focusing on educational achievements, this type of CV is used when applying for teaching or research-based roles. They differ to other CVs and include sections on publications, teaching experience, research activities, conferences, and presentations. It is important to keep the CV concise and to target it to the role's requirements.

## USEFUL WEBSITES

**Prospects:** example CVs, cover letters, interview questions

**Student Job:** tips on how to write a CV, the interview and CV examples and templates

**REED:** preparing for a job interview



## LABOUR MARKET INFORMATION

### WHAT IS LMI?

Labour Market Information (LMI) describes all kinds of information used to make labour market decisions. LMI can be a compilation of detailed data on jobs and salaries, employers and employees, sectors, current employment conditions and future trends. Basically, LMI serves to inform on how you can recognise:

- Employment trends
- What job opportunities are out there
- What qualifications and skills are required for specific routes?
- What jobs will be in demand in the future?
- How you can prepare yourself for an ever-changing job market
- The level of competition out there
- Sector specific information
- Equal opportunity and diversity within the work force
- Earnings
- Geographic/regional opportunity

## JOB SEARCH WEBSITES

**Career Pilot**: looks at sector information, specific job profiles, salary information and video case studies.

**National Careers Service**: see how many of the 800 job profiles can help illustrate career activities and offer online guidance.

**Get In Go Far**: Government portal for information about apprenticeships, with a link website to find live apprenticeship vacancies.

**Federation for Industry Sector Skills & Standards**: provides sector-specific carers information for young people through the network of Sector Skills Councils (SSCs).

## LMI WEBSITES

**CEOS LEP**: Obtain the labour market summaries for your LEP area, which will provide useful information on major employers, sectors and developing trends.

**LMI for All**: online data portal that connects and standardises existing sources of high quality, reliable LMI.

**Nomis**: your one-stop shop for Labour Market Information with summary pages providing key trend data about local areas.

**iCould**: provides 1,000 different video clips of LMI and personal career stories to help students explore different career routes and pathways. Try the Buzz Quiz!

**Office for National Statistics**: gives regional LMI.

**The Resolution Foundation**: independent think-tank focused on improving living standards, looking at a wide range of economic and social policy areas and data.

## BUSINESS IN CORNWALL

**Cornwall Chamber**: insight into business activity and developments in Cornwall through the Chamber of Commerce.

**Business Cornwall**: looks at all the latest updates in the local business community.