BUSINESS, ENTERPRISE AND INFORMATION TECHNOLOGY

What do you want to be?

CLERICAL ASSISTANT

SECRETARY

ESTATE AGENT

BANK CLERK

MARKETING ASSISTANT

STOCKBROKER

SELF-EMPLOYED

Sheffield Young Entrepreneur of the Year

Award winning student Joseph Panasiuk is one of the first enterprise learners to graduate from a new course at Sheffield City College.

Joe completed a BTEC Diploma Level 3 in Enterprise and Entrepreneurship. On the intensive one-year course, students launch a business.

Joe developed and published a new quarterly tabloid called Stamped in partnership with local agency Kaimera Creative.

Promoting the work of local artists, musicians, photographers and other creatives, Stamped aims to highlight everything that Sheffield has to offer, tap more effectively into the student market and connect that community with local businesses.

Joe launched it with a first print run of 3,500. It was unveiled at a launch night in a local bar with a celebrity appearance from Paul Fenton of T-Rex, one of Joe's favourite bands.

The first edition sold out of advertising space. All 1,500 copies placed in entertainment venues were snapped up within two days.

His endeavours also saw him clinch the Sheffield Young Entrepreneur of the Year category at the 2011 Celebration of Success Awards, organised by Sheffield City Council.

Joe wants to grow his business, and plans to complete a foundation degree at Hillsborough College before going to university.

BUSINESS, ENTERPRISE AND INFORMATION TECHNOLOGY

Entry 3/Foundation Learning Programmes are run at Hillsborough, Norton and Peaks. See page 24 for more detail.

Administration

Levels 1 and 2
Sheffield City College - 1 Year full-time

Minimum entry requirements
Level 1 - 4 GCSEs grade E (or acceptable alternatives). Must include English Language, preferably grade D to cope with the demands of the course.

Level 2 - 4 GCSEs at D (or acceptable alternatives). Must include English Language. A GCSE at Grade C is desirable in English to cope with the demands of the course.
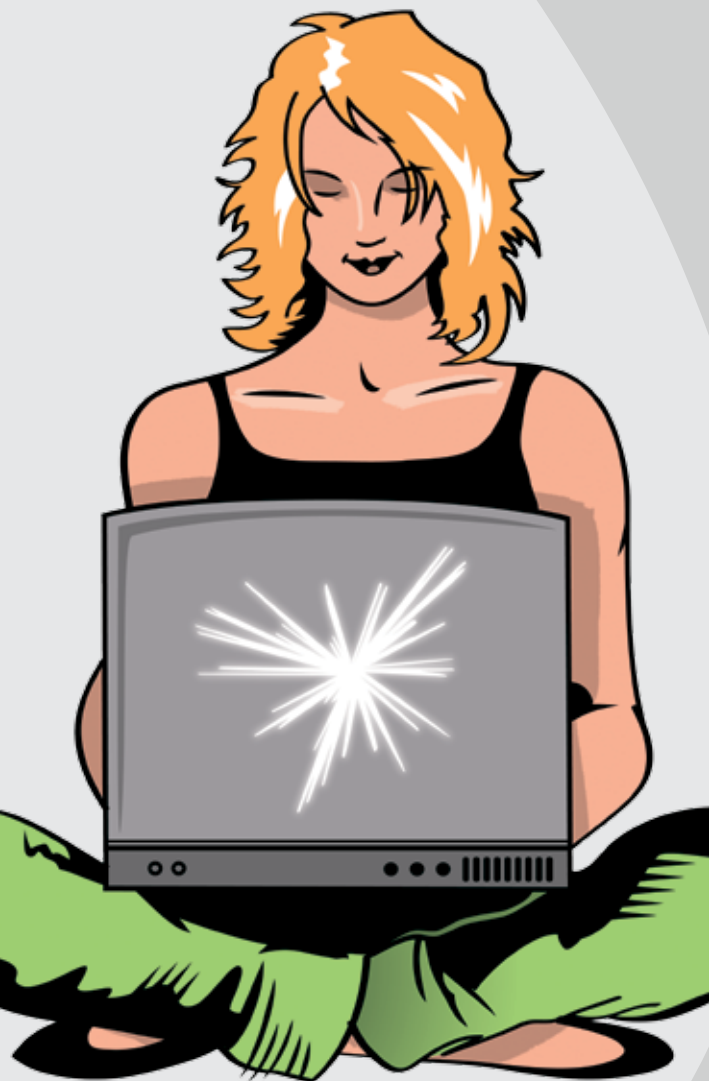
About the course
All full-time courses with the business services sector at Sheffield City College, offer 5 main strands to the programme including administration, information technology, text processing, tutorial and functional skills. Study takes place over 3 full days and is supported in a practical way by work experience, undertaken on a non-college day, from October to the end of the college year.

'Bright Sparks', the work experience unit and employment agency, of the college, has close links with local industry to provide work placements. The College, as a large Sheffield employer, offers many placements to its own students, within its 4 sites: Sheffield City, Norton, Peaks and Hillsborough.

Where can it lead?
It is possible to apply for an apprenticeship in Business & Administration on completion which involves working towards an NVQ in Business & Administration, or a full-time Level 3 course on completion of Level 2.

BUSINESS, ENTERPRISE AND INFORMATION TECHNOLOGY

Administration (Business & Professional)

OCR Level 3
Sheffield City College - 1 Year full-time

Minimum entry requirements
4 GCSEs at grade C (or acceptable alternatives). Must include English Language.

About the course
Do you want to develop the knowledge, understanding and skills of complex administrative functions that will enable you to carry out a range of administrative tasks in a senior job role?

The OCR Diploma in Administration (Business Professional) Level 3 which is equivalent to 2 A levels could be the course for you.

Topics include:
- Producing complex business documents
- Understanding functions and roles with business organisations;

and may include
- Supporting/chairing meetings
- Researching and preparing reports
- Organising events
- Reviewing and developing office procedures
- Recruiting, training and developing staff
- Organising business travel and accommodation from a range of optional units.

You will develop good computer skills across a range of software programs including Word, Access, Excel and Powerpoint.

You will sit OCR single subject examinations as part of the diploma. OCR IT User level 2 Certificate will also be offered as part of the curriculum.

Medical Administration

Level 2
Sheffield City College - 1 Year full-time

Minimum entry requirements
4 GCSEs at grade D (or acceptable alternatives). Must include English Language. A GCSE at grade C is desirable in English to cope with the demands of the course.

About the course
Creating and keying in business documents such as letters, long manuscripts and minutes of meetings are one component of the administration diploma at level 2. Practical tasks include managing diaries, arranging travel, and helping with the organisation of meetings and events. Legislation to include data protection, health and safety and copyright are also covered. Team work is very important and managing personal time to ensure deadlines are met as in the real world. Many of the activities are designed to develop those skills which employers cite as being very important in a busy office environment.

Will the course suit me?
All full time courses with the Business Services Sector at The Sheffield City College, offer 5 main strands to the programme to include administration, information technology, text processing, tutorial and functional skills.

Where can it lead?
The next step is a level 3 course in the general field of administration. Some students choose to continue with another speciality choosing the legal secretarial course. Both of these are offered at Sheffield City College.

Secretarial Legal - ILEX

Level 2
Sheffield City College - 1 Year full-time

Minimum entry requirements
4 GCSEs at grade D (or acceptable alternatives). Must include English Language, preferably at grade C, to cope with the demands of the course.

About the course
Legal secretaries give administrative support to lawyers, legal executives and paralegals, and often help with the day-to-day tasks in running a legal firm. Opportunities exist in solicitors' offices, barristers' chambers, law courts, local authorities, the police and armed forces, finance houses, insurance companies and estate agents.

All full-time courses with the Business Services Sector at The Sheffield City College, offer 5 main strands to the programme including administration, information technology, text processing, tutorial and functional skills. Study takes place over 3 full days and is supported in a practical way by work experience, undertaken on a
non-college day, from October to the end of the college year.

Where can it lead?
The next step is a Level 3 course which can be a continuation of the Level 2 in the general field of administration. This course is full time, with 3 days in College and one day work experience on a non-college day.

Business and Finance

BTEC Level 1
Norton College - 1 Year full-time

Minimum entry requirements
4 GCSEs at E (or acceptable alternatives). Must include English Language and maths.

About the course
This is an introduction to the world of business, finance and administration. The course will help you to understand how businesses work and how they affect your life and the role you play as a customer and consumer.

The course contains practical work-related activities (such as completing basic accounts for use by the business, compiling cash flow forecasts and budgets. You will also need to research up-to-date information from newspapers and web sites to help in your assignments and written work which forms part of your portfolio. You will also study and develop your skills in maths, English and IT.

Will the course suit me?
You will produce a portfolio of evidence throughout the course and there will be on-going assessment.

Where can it lead?
It is hoped that you will continue with your studies and progress onto full level 2 courses or Apprenticeships.

This course can also lead to employment opportunities in the retail sector, hospitality sector and service sector.

BUSINESS, ENTERPRISE AND INFORMATION TECHNOLOGY

Entry 3/Foundation Learning Programmes are run at Hillsborough, Norton and Peaks. See page 24 for more detail.

Business & ICT

OCR Level 1 National Certificate
Hillsborough College - 1 Year full-time

Minimum entry requirements
4 GCSEs at grade E (or acceptable alternatives). Must include English Language.

About the course
This course offers you the opportunity to develop skills, knowledge and understanding in both ICT and business.

The course is made up of a number of topics which may include:
- Introduction to ICT systems
- The impact of ICT on businesses
- Practical business and ICT skills
- Communication skills for business and ICT
- Working as a team in business and ICT
- Employment opportunities in business and ICT
- Problem solving

You will be expected to work at improving your functional skills in English and maths and have the opportunity to study for an award in personal and social development.

Will the course suit me?
You will need to be interested in business and ICT, be well organised with good time management skills to produce course work to deadlines.

Where can it lead?
Successful completion of this course can lead to one of our Level 2 courses, an apprenticeship or employment.

Business

BTEC Level 2 Diploma
Hillsborough College, Norton College & Peaks College - 1 Year full-time

Minimum entry requirements
4 GCSEs at grade D (or acceptable alternatives). Must include English Language and minimum GCSE grade E in maths.

About the course
The course will start with a team building exercise in the Peak District to allow students and staff to get to know one another.

The course offers units in: the business environment, how businesses are organised, how to manage a business, finance, business enterprise, retail and merchandising.

You will learn by completing projects and assignments and be given the opportunity to apply your learning in a practical and realistic way.

You will develop a wide range of skills in: ICT, presenting, independent learning, team working and leadership.

You will be expected to work at improving your functional skills in English, maths and ICT.

Will the course suit me?
To be successful on this course, you will need a positive attitude, a lively and enquiring mind, a willingness to explore new ideas and a keen interest in business.

Where can it lead?
This course is a a good preparation both for employment and level 3 courses such as the BTEC Extended Diploma in Business.

BUSINESS, ENTERPRISE AND INFORMATION TECHNOLOGY

Business & Financial Studies

BTEC Level 3 Diploma
Norton College & Peaks College - 2 Years full-time

Minimum entry requirements
5 GCSEs at grade C (or acceptable alternatives). Must include English Language and GCSE grade D in maths.

About the course
This is an alternative course to traditional A levels and is a combination of a BTEC Subsidiary Diploma and an IFS (Institute of Financial Services) Certificate in Personal Finance. The course allows you to develop knowledge and a range of skills in a number of business areas. You will study how businesses plan and use their resources and how they choose to organise their businesses. You will also be introduced to ways that business make decisions about marketing their products and where they get the necessary finance to start, develop and expand their businesses. A total of 6 units are studied in the first year. There are a number of core units that must be followed in the first year and introduce you to the world of business. The units will introduce you to independent research skills to find out what real companies do in terms of their marketing and recruitment. Some assignments will be report based whilst others may require group work or presentation skills.

Where can it lead?
It is hoped that you will continue with your business studies and take the full diploma in both the BTEC and the IFS. This business qualification can also lead to employment opportunities in retail, banking and junior management.

Business

BTEC Level 3 Extended Diploma
Hillsborough College - 2 Years full-time

Minimum entry requirements
5 GCSEs at grade C (or acceptable alternatives). Must include English Language and GCSE grade D in maths.

About the course
The course will start with a team building exercise in the Peak District to allow students and staff to get to know one another.

The course offers units in: business organisations, human resources, finance, marketing, business communications, promotional campaigns and internet marketing.

Throughout the course you will be able to participate in visits to local and national organisations.

You will learn by completing practical business assignments, discussions, presentations and the use of virtual learning environments.

Will the course suit me?
To be successful on this course, you will need a positive attitude, a lively and enquiring mind, a willingness to explore new ideas and a keen interest in business.

Where can it lead?
The majority of students progress on to higher education in a wide range of subjects such as business, marketing, IT, accountancy, teaching or law. Alternatively students could enter employment in various areas of business such as accounts, marketing and public sector organisations.

ICT

Level 1
Sheffield City College - 1 Year full-time

Minimum entry requirements
4 GCSEs at E (or acceptable alternatives).
Must include Maths and English Language.

About the course
This is a one year vocational course that focuses on the personal qualities and work skills that are required in the ICT sector.

The course provides you with the experience and additional skills necessary to go on to a Level 2 qualification. The course develops technical and practical skills in hardware and software applications.

The course is made up of a number of topics which include:
- Improving productivity using IT
- IT user fundamentals
- IT communication fundamentals
- IT software fundamentals
- Using the internet, email and mobile IT devices
- Design software
- Imaging software
- Desktop publishing software
- Multimedia software
- Presentation, Spreadsheet, Website and Word processing software

Where can it lead?
A Level 2 course depending on achievement.

Information Technology

BTEC Level 2 Diploma
Sheffield City College - 1 Year full-time

Minimum entry requirements
4 GCSEs at D (or acceptable alternatives).
Must include English Language and GCSE grade E in maths.

About the course
The course is a one year full-time course aimed at school leavers and college foundation students. Those who don't pass all 6 units will get a qualification if they pass the mandatory units plus at least two more units.

The optional units are:
- Web page design
- Design and produce multi-media products
- Desktop publishing
- Spreadsheets - design and use
- Database - design and use

The two qualifications are:
OCR Level 2 National Award in ICT
Mandatory + Two option units. This is equal to two GCSEs A-C

OCR Level 2 National Certificate in ICT
Mandatory + Five Option Units. This is equal to four GCSEs A-C
Mandatory Unit: ICT Skills for Business

Where can it lead?
A Level 3 course.

BUSINESS, ENTERPRISE AND INFORMATION TECHNOLOGY

Entry 3/Foundation Learning Programmes are run at Hillsborough, Norton and Peaks. See page 24 for more detail.

Hillsborough also offer Business & ICT at Level 1.

ICT
OCR Level 2 National Certificate
Hillsborough College - 1 Year full-time

Minimum entry requirements
4 GCSEs at grade D (or acceptable alternatives). Must include English Language and GCSE grade E in maths.

About the course
This unit based course covers subject areas including: webpage creation, desktop publishing, spreadsheets, databases, computer graphics and installation of applications. No prior knowledge of any of the packages is assumed.

The assessment for each unit will be by way of building up a portfolio of evidence. Each unit must be passed in order to gain the full qualification and is awarded a pass, merit or distinction grade.

You will be expected to work at improving your functional skills in English and maths.

Will the course suit me?
You need to have an interest in ICT, good time management skills and be able to work to targets and deadlines.

Where can it lead?
The majority of students will progress to a Level 3 course in ICT. However, it is possible to progress onto another Level 3 course if you meet the entry requirements.

ICT
OCR Level 3 National Certificate/Diploma
Hillsborough College - 2 Years full-time

Minimum entry requirements
4 GCSE's at grade C (or acceptable alternatives). Must include English Language, with at least a grade D in maths.

About the course
This course allows you to develop your knowledge and practical use of different application packages. It does not require prior knowledge of any package but it will assume that you will be able to attain that basic knowledge quite quickly.

The first year units, leading to the certificate (equivalent to 1 A level) include: word processing, spreadsheets, presentations, desk-top publishing and webpage development. The second year units leading to the diploma (equivalent to another 1 A level) include: databases, managing websites, digital photography and digital video.

It is entirely coursework based with no exams and the assessment for each unit will be by way of building up a portfolio of evidence.

Will the course suit me?
You need to have an interest in ICT, good time management skills and be able to work to targets and deadlines.

Where can it lead?
Some students will progress to higher education to study a specialist computing course such as website design, networking or technical support. Otherwise there are opportunities to go in to full-time employment or into an apprenticeship in computing or technical support.

To apply go to applysheffield.co.uk

BUSINESS, ENTERPRISE AND INFORMATION TECHNOLOGY

IT Practitioners

BTEC Level 3 Diploma
Peaks College and Sheffield City College
- 2 Years full-time

Minimum entry requirements
4 GCSEs at grade C (or acceptable alternatives). Must include English Language and GCSE grade D in maths.

About the course
This is a two year vocationally focused, internally assessed course that is equivalent to 2 A Levels. It is a broad based qualification providing development for learners as ICT practitioners through practical skills in both hardware technology and software applications.

The course is made up of 12 units and the topics studied include:
- Communication and employability skills
- Information systems
- Computer systems and technical support
- Website production
- Computer programming
- Digital graphics
- Networking
- Database design

Where can it lead?
On to university or employment.

Information Technology

BTEC Level 3 Advanced Diploma
Peaks College (in conjunction with Westfield School) and Sheffield City College - 2 Years full-time

Minimum entry requirements
5 GCSEs at grade C (or acceptable alternatives). Must include English Language and maths.

About the course
There is a high proportion of theory work and a requirement to complete work experience linked to the IT industry.

You will need to complete additional specialist learning where you will have the choice of completing a Level 3 BTEC Enterprise qualification over 2 years or A Level maths.

Throughout the course you will be required to demonstrate personal learning and thinking skills. These will measure your independence, creativity, self management, personal and team working skills.

During the 2nd year of this qualification you will need to complete an extended project in agreement with your tutor.

Will the course suit me?
The course is assessed through coursework, work experience and, if maths has been selected as additional specialist learning, exams. Students need to have good time management skills and be able to work to targets and deadlines.

Where can it lead?
Students successfully completing this course can progress to university or employment.

BUSINESS, ENTERPRISE AND INFORMATION TECHNOLOGY

Information Technology

BTEC Level 3 Extended Diploma
Sheffield City College - 2 Years full-time

Minimum entry requirements
5 GCSEs at grade C (or acceptable alternatives). Must include English Language and GCSE grade D in maths.

About the course
This is a two year vocationally focused, internally assessed course that is equivalent to 3 A Levels. It is a broad based qualification providing development for learners as ICT practitioners through practical skills in both hardware technology and software applications.

The course is made up of 18 units and the topics studied include:
- Communication and employability skills
- Information systems
- Computer systems and technical support
- Website production
- Computer programming
- Digital graphics
- Networking
- Database design

Where can it lead?
On to university or employment.

Exploring Enterprise

Entry 3
Sheffield City College - 1 Year full-time

Minimum entry requirements
No formal entry requirements but those in education will be expected to complete their current learning programme.

About the course
You will be working on lots of different activities; including voluntary projects, learning skills which will prepare you for work and life. You will have the chance to develop your planning and operational skills by creating your own ideas for raising money for something that is important to you.

You will study functional skills in: maths, English and IT and a BTEC Workskills Certificate, where you will study units such as:
- Self Assessment
- Self Management
- Interview skills
- Working in a team
- Managing your own money
- Working as a volunteer
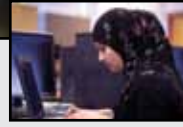- Planning an enterprise activity

Will the course suit me?
An enterprise is a new project or venture. Exploring Enterprise is a one year course designed to let you try something new.

Where can it lead?
This will be on to the Level 1 Enterprise Events courses or Level 2 Understanding Enterprise and Entrepreneurship course depending on achievement, or other Level 1 or 2 courses.

BUSINESS, ENTERPRISE AND INFORMATION TECHNOLOGY

Enterprise Events

Level 1
Sheffield City College - 1 Year full-time

Minimum entry requirements
4 GCSEs at grade E (or acceptable alternatives). Must include English Language.

About the course
On this one year course you will work on a range of high profile college events, working with college staff, helping to make them happen! The skills you learn will make you more aware of enterprise; you will also become more confident, organised and positive. You will become a team player!

You will become a person who gets things done; you will develop an "I can" attitude. You will learn about marketing and promotion, managing yourself and managing money, you will develop your skills and become a more employable person.

You will learn about marketing and promotion, managing yourself and managing money, you will devlop your skills and become a more employable person.

Will the course suit me?
If you come up with your own idea for an event that you think should take place, then it's up to you, you just have to make it happen.

Where can it lead?
On to the Level 2 Understanding Enterprise and Entrepreneurship course, or other level 2 courses.

Understanding Enterprise and Entrepreneurship

Level 2
Sheffield City College - 1 Year full-time

Minimum entry requirements
4 GCSEs at grade D (or acceptable alternatives). Must include English Language and maths.

About the course
This course is built around you developing a business idea and turning it into a 'ready to launch' business plan. More than 50% of the curriculum focuses on putting the coursework into practice - learning by doing.

Enterprise Academy courses are delivered to you by tutors with extensive business experience. Your tutors are supported by business specialists and entrepreneurs coming into college throughout the programme to share their expertise, knowledge and experience with you making lessons come to life.

During your work placement you will have the opportunity to work with your host organisations management on real live business issues ensuring that the placement gives you a real insight into how busnesses work. Throughout the course at College we involve you in various local and national competitions and challenges to help develop your entrepreneurial skills and put your own ideas into action.

Where can it lead?
On to a level 3 course such as the Level 3 Enterprise and Entrepreneurship course.

Enterprise & Entrepreneurship

Level 3
Sheffield City College - 1 Year full-time

Minimum entry requirements
4 GCSEs at C (or acceptable alternatives). Must include English Language and maths.

About the course
This intensive one year course is equivalent to 2 A levels. It is built around you creating a fast-track business plan and then turning this plan into your own 'micro business'. The 'micro business' will run for a minimum of four months during the course. More than 50% of the curriculum focuses on putting the coursework into practice - learning by doing.

During your work placement you will have the opportunity to work with your host organisations management on real live business issues ensuring that the placement gives you a real insight into how busnesses work. Throughout the course at college we involve you in various local and national competitions and challenges to help develop your entrepreneurial skills and put your own ideas into action.

Course Units: the innovative entrepreneur, business planning and pitching, financial planning and implementation, launching your business vision, monitoring the performance of your business, operating your business, planning the future of your business, leadership and teamwork and working as an intrapreneur.

Enterprise & Entrepreneurship

Level 3 - two year option
Sheffield City College - 2 Years full-time

Minimum entry requirements
5 GCSEs at grade C (or acceptable alternatives). Must include English and maths.

About the course
This two year course is an exciting combination of 2 qualifications; the Diploma in Enterprise and Entrepreneurship and the subsidiary diploma in Creative Media.

Over the two years you will gain the equivalent to three A levels and learn all about setting up your own business and learn the media skills to market and promote it. Your course is exactly the same as the 1 year option but you also gain a subsidiary diploma in Creative Media, including web authoring and how to create a digital presence for your business.

Will this course suit me?
Ideal if you are aged 16-18 and want a two year course that could lead you to higher education, into employment or running your own business. If you already have A Levels you are advised to consider the one year option.

Where can it lead?
On to university such as the Level 5 Business Management and Enterprise Foundation Degree at Sheffield City College.

BUSINESS, ENTERPRISE AND INFORMATION TECHNOLOGY

BUSINESS, ENTERPRISE AND INFORMATION TECHNOLOGY

18+

Business Management and Enterprise

Foundation Degree Level 5
Hillsborough College - 2 Years full-time

Minimum entry requirements
BTEC National Diploma in Business, 100 UCAS points GCE/VCE A Levels, or OCN Access to HE Diploma. In addition you must have a Level 2 qualification in Maths or Numeracy and English or Communications. This can be GCSE grade C or above, or a pass in Key Skills or National Tests. Overseas students must also have an IELTS score of 6.0 or above.

All students must have either full-time or part-time employment to take this course.

About the course
The emphasis throughout the course is on gaining a practical understanding of how business operates. The focus on enterprise will develop your creative and problem solving skills and you will be encouraged to use your initiative and make decisions as part of a team. Management and leadership are embedded throughout the course, giving you ample opportunities to practise these skills and deepen your theoretical understanding of management.

Where can it lead?
The course equips you for a career in a variety of management roles either as an employee or running your own business. You will receive an offer for the designated progression route at Sheffield Hallam University provided that you submit an application via UCAS by the specified deadline including a satisfactory personal statement and reference, and subject to meeting literacy and numeracy requirements and satisfying any non-academic conditions.

eBusiness & Management

Foundation Degree Level 4/5
Sheffield City College - Online

18+

Minimum entry requirements
Students with A Levels are eligible for the course but also students with no formal qualifications are encouraged to apply if they are able to show evidence of writing skills at level 3. Students who are unconfident writers but have a background in ICT may be considered. Overseas students must have an IELTS score of 6.0 or above, OR 550 TOEFL (manual paper based assessment) OR 250 TOEFL (electronic based assessment).

About the course
This fully taught online degree course will provide you with the skills, knowledge and understanding required to gain employment in the business and management field. You study for the Foundation Degree with the Sheffield College (three years, part time). The intention of the course is to provide as practical and realistic a setting for learning as possible in order to develop creative thinkers with effective interpersonal and communication skills.

This is a three year part time foundation degree course that is taught entirely online. The course has 12 modules.

Where can it lead?
This course leads to the online BA Hons in eBusiness and Management with Sheffield Hallam University. By the end of the course you will have developed the skills useful for pursuing a career in business or eBusiness, or to set up your own business. It can also lead to any of the eProfessional courses.

To apply go to applysheffield.co.uk

Entry 3/Foundation Learning Programmes are run at Hillsborough. See page 24 for more detail.

Retail Skills

OCR Level 1 Diploma
Hillsborough College - 1 Year full-time

Minimum entry requirements
Although there are no formal entry requirements it is advantageous to have Entry Level 2 English. Those in education will be expected to complete their current learning programme.

About the course
Students on the retail course are responsible for putting into practice shop skills, which are taught in the classroom and through work experience in the Hillsborough College shop.

Retail skills include: arranging products, promoting products, using an electronic till and health and safety.

Experience of life skills such as teamwork, time management and use of leisure time will also be covered.

You will be expected to work at improving your functional skills in English, maths and ICT.

Will the course suit me?
The course is designed to meet very specific individual needs making it ideal for students who may have learning difficulties of any kind.

Where can it lead?
This course can lead to Level 2 Retail Skills or a Business-related course. Students could also look at entering employment in the retail sector. Previous students have found work in Sainbury's, WH Smith, the Post Office and Wilkinson's.

Retail Skills

OCR Level 2 Diploma
Hillsborough College & Sheffield City College - 1 Year full-time

Minimum entry requirements
4 GCSEs at grade D (or acceptable alternatives). Must include English Language.

About the course
This course is unit based and you will need to complete a minimum of 7 units including: health & safety, security, stock, customer service, display and team work.

You will develop skills and techniques learnt in the classroom in a retail work placement, one day a week, which is an essentail part of the course.

Experience of life skills such as teamwork, time management and use of leisure time will also be covered.

You will be expected to work at improving your functional skills in English, maths and ICT.

Will the course suit me?
The course is designed to meet very specific individual needs making it ideal for students who may have learning difficulties of any kind.

Where can it lead?
You could look for employment in the retail sector. Previous students have found work in Sainbury's, WH Smith, the Post Office and Wilkinson's. Alternatively you could consider another course at college.

Retail Business

Level 3 Advanced Diploma
Sheffield City College - 2 Years full-time

Minimum entry requirements
5 GCSEs grade C (or acceptable alternatives). Must include English language and maths.

About the course
Retail is a fast moving industry, employing over 3 million people in the UK. In recent years it has become one of the most diverse and exciting industries as a career choice. It offers a huge range of job roles which include visual merchandisers, buyers, marketing and sales teams. The Advanced Diploma in Retail Business will help you acquire and develop the skills, expertise and understanding required for a career in this exciting sector.

The course has been designed to be academically rigorous and to stretch and challenge you throughout. The course will require demanding research, investigation and written analysis and evaluation.

The course offers a start to a career within a variety of retail professions and can lead on to higher level training and learning opportunities in an area which has grown extensively in recent years. The course is built around the following components: principal learning, extended project, additional specialist learning, generic learning and work experience.

Where can it lead?
Upon completion a Level 4 Foundation Degree in Retail is a possibility. Alternatively, the qualifications and experience gained on this course can be used as a stepping stone into employment in the retail business industry.

To apply go to applysheffield.co.uk