

Business & Retail



Business & Retail

Business services are about the administration and other activities for making the exchange of products and services possible. Retail is the sale of goods in shops and online.

23.9% of employment in the Humber is in Business & Retail

Will there be opportunities available?

- The increased focus on Northern cities, and the government drive to create a Northern Powerhouse, will create opportunity for business growth and expansion
- It is predicted there will be 15% more jobs in this sector by 2020
- 1.2 million jobs nationally will be needed to be filled as a result of people leaving the sector (replacement jobs) in the coming years
- Finance and business services have an ageing workforce and employers are keen to encourage young people into the industry
- There will be an increasing demand for higher level skills (level 4 and 5) to fill management and professional roles

For further information visit:

- National Careers Service
- www.lmihumber.co.uk
- www.careersyandh.co.uk
- www.bridgingthegaphumber.co.uk
- www.gov.uk/apply-apprenticeship
- www.allaboutcareers.com
- www.retailmanagementskills.org
- www.deliveringyourfuture.co.uk
- Look in your local newspapers
- Pop in to your local Job Centre
- Check out Social Media
- And talk to family and friends

Examples of Key Employers in the Humber

DEBENHAMS



MARKS & SPENCER

arco®

BARCLAYS

KCOM

Andrew Jackson
Solicitors

IT@SPECTRUM

Useful subjects

- English
- Maths
- IT
- Customer Service

Did you know?

- There are 30,000 businesses in this sector in the Humber region creating about 360,000 jobs
- The Gross Value Added (GVA) of this sector is expected to grow by 20% by 2020
- In the Humber Sub Region, 82% of retailers employ fewer than 10 people
- 58% of the retail workforce is female
- A third of retail staff are aged under 25 years
- Finance and business services have an ageing workforce and employers are keen to encourage young people into the industry
- Automation is increasing on this sector due to technological advances; therefore there will be fewer lower and unskilled jobs in the future
- There are a variety of jobs in this sector covering over 600 occupations
- Employers are looking for employability skills such as communication, team working as well as formal qualifications



Supported by the
Regional Growth Fund

"This investment forms part of the Humber LEP's European Structural and Investment Funds (ESIF) allocation"

Planning ahead...

Entry Level

Involves building basic knowledge and skills and is not geared towards specific occupations

Traineeship
Study Programme
Entry level certificate
Entry level Skills for Life
Entry level Award, Certificate and Diploma
Entry level Functional Skills
Entry level Foundation Learning
English for speakers of other languages (ESOL)

Level 1

Involves activities which mostly relate to everyday situations and may be linked to job competence

GCSE (grades D-G or 1-3)
Traineeship
Study Programme
Key Skills
NVQ
Skills for Life
Foundation Diploma
BTEC Award, Certificate and Diploma
Foundation Learning
Functional Skills
OCR National

Level 2

Involves building knowledge and or skills in relation to an area of work or subject area appropriate for many job roles

GCSE (grades A*-C or 4-9)
Intermediate Apprenticeship
Key Skills
NVQ
Skills for Life
Higher Diploma
BTEC award, Certificate and Diploma
Functional Skills

Level 3

Involves obtaining detailed knowledge and skills. It is appropriate for people wishing to go to university, working on their own or in some areas, supervising others in their field of work

AS and A level
Advanced Apprenticeship
Advanced Extension Award
Cambridge International Award
International Baccalaureate
Key Skills
NVQ
Advanced Diploma
Progression Diploma
BTEC award, Certificate and Diploma
BTEC National
OCR National
Cambridge National

Level 4

Appropriate for people working in technical and professional jobs, and/or managing and developing others

HNC
Higher Level Apprenticeship
Key Skills
NVQ
BTEC Professional Award, Certificate and Diploma
Certificate of higher Education

Level 5

Appropriate for people working as higher grade technicians, professionals or managers

HND
NVQ
Higher Level Apprenticeship
Higher Diploma
BTEC Professional Award, Certificate and Diploma
HNC
Diploma of Higher Education (DipHE)
Diploma of Further Education
Foundation Degree

Level 6

Involves the achievement of high level professional knowledge and is appropriate for people working as knowledge based professionals or in professional management positions

NVQ
Higher Level Apprenticeship
BTEC Advanced Professional Award, Certificate and Diploma
Degree with Honours (BA Hons, BSc Hons)
Graduate Certificate
Graduate Diploma

Level 7

Involves the achievement of high level of professional knowledge and is appropriate for people working as knowledge based professionals or in professional management positions

BTEC Advanced Professional Award, Certificate and Diploma
Fellowship and Fellowship Diploma
Postgraduate Certificate
Postgraduate Diploma
NVQ
Degree Level Apprenticeship
BTEC Advanced Professional Award, Certificate and Diploma
Master's degree

Level 8

Involves the achievement of high level professional knowledge and is appropriate for people working as knowledge based professional management positions

NVQs
Vocational qualifications
Doctorate
Degree Level Apprenticeship
Postgraduate Certificate

Customer Service Assistant
Personal Shopper
Sales Assistant
Store Demonstrator
Checkout Operator
Market Trader
Bilingual Secretary
Charity Fundraiser
Replenishment Assistant

Insurance Broker
Call Centre Operator
Visual Merchandiser
Butcher
Post Office Customer Service Assistant
Administration Assistant
Accounts Clerk
Credit Controller
Legal Secretary
Purchasing Manager

Human Resources Officer
Retail Manager
Health & Safety Adviser
Paralegal
Recruitment Consultant
Debt Controller

Retail Merchandiser
Retail Buyer
Auditor
Bank Manager
Project Manager
Financial Adviser
Pensions Manager

Economist
Barrister
Solicitor
Finance Director
Stockbroker
Operations Manager
Wine Merchant

Good to know:
Skills employers are looking for in this sector include Customer Service, IT, Team Work and Problem Solving.