

Business, Administration and Finance

On-line Careers Information

www.connexions-direct.com/jobs4u – **Jobs4u** careers database.

www.prospects.ac.uk – Graduate careers and labour market information. On the drop-down menu **Jobs & work**, select **Explore types of job** and choose from the list of job categories.

www.insidecareers.co.uk – Graduate careers and live vacancies.

The “**Working in**” series of booklets (published by VT Lifeskills) is available at Connexions Resource Centres and some can be downloaded free from the Connexions Direct website www.connexions-direct.com. From the home page, go to **Careers**, then **Careers resources**, then **Download publications**, scroll down to **Working in...** and use the drop-down menu to find the title you want. Relevant titles include:

“Business, Administration and Finance”, “Computers and IT” and “Marketing, Advertising & PR”.



www.accaglobal.com – Association of Chartered Certified Accountants
www.breakinto.biz – Council for Administration website’s careers section
www.careers.civil-service.gov.uk – Civil Service Recruitment Gateway
www.cimaglobal.com – Chartered Institute of Management Accountants
www.cipfa.org – Chartered Institute of Public Finance and Accountancy
www.fsa.gov.uk – Financial Services Authority
www.icaew.com/careers – Institute of Chartered Accountants in England and Wales
www.icsa.org.uk – Institute of Chartered Secretaries and Administrators
www.ifslearning.ac.uk/careers/index.cfm – ifs School of Finance

Information on Learning Opportunities

www.apprenticeships.org.uk – Apprenticeships
<https://apprenticeshipvacancymatchingservice.lsc.gov.uk> – Apprenticeship Vacancy Matching Service
www.foundationdegree.co.uk – Foundation Degrees
www.learndirect.co.uk – advice on courses, qualifications and training
www.ucas.com/students/coursesearch/ – Higher Education courses at universities and colleges in the UK
For local course information at the City of Sunderland College, go to www.citysun.ac.uk

The Diploma in Business, Administration and Finance has been developed through a partnership of Sector Skills Councils:

www.fssc.org.uk – Financial Services Skills Council, the Sector Skills Council for financial services, accountancy and finance

www.cfa.uk.com – Council for Administration

For more information about the Diploma:

<http://yp.direct.gov.uk/diplomas/> – information about Diplomas nationally

www.sun1419.net – information about all Diplomas available in Sunderland

Recruitment and Labour Market Information

www.fish4.co.uk/iad/jobs

<http://jobseekers.direct.gov.uk/>

www.yell.com – contact details of organisations, for speculative applications

Other Information

www.connexions-tw.co.uk – Connexions Sunderland website, including on-line vacancies, creating a CV, on-line applications and on-line chat to a Connexions Direct adviser

Other IT resources – your local Connexions Resource Centre may have access to programs such as “Kudos”, and “Odyssey Plus”, and may have Internet access for searching for careers information and vacancies

Printed resources – available at your local Connexions Resource Centre in schools, colleges and other centres, as well as at your local Connexions Centre. Titles include:

“**Careers...(year)**” – an annual guide (published by Trotman)