

Thinking about choosing to study Business Studies at Advanced level?

or

Already studying it and wondering what your next step might be?

This worksheet has been designed to help you consider how you can use what you learn from an Advanced level course in Business Studies in your future career planning.

+ What to study it with?

When choosing to study A level courses full time it is usual to study four subjects at AS level in the first year then three at A2 level in the second year. It is also possible to study some subjects via the vocationally related route (Applied A level double awards and BTEC Diplomas). The other subjects you choose to combine with Business Studies may have an influence upon what you can choose beyond Advanced level, so check out your choice. Although some Advanced level subjects require a good grade at GCSE as a foundation for study at the advanced level, others can be studied from scratch. It's a good idea to check this out before finalising your Advanced level course choices.

CAREER WARNING

* BUSINESS STUDIES

Studying any Advanced level course will give you two main things, knowledge about the content of the subject (how to plan, organise and run businesses, buying, selling and distribution, etc.) and skills in how to deal with that content. Although you may not need to remember the content for very much longer than your course, the skills you develop can be built on and used throughout the rest of your life.

MIX & MATCH +

Business Studies can be taken with other complementary business and social science subjects to provide a vocational combination suitable for entry into business courses or careers. You need to check choices carefully if you are planning to take Economics or Accounting AS/A2 with Business Studies AS/A2 level as some universities may prefer you to have taken subjects that do not overlap so closely. Combining Business with Mathematics opens up a wide range of options for the study of Business and Management Sciences at degree level as well as for entry into business and finance jobs or training after Advanced level. Taking Business with Modern Languages opens up careers and courses in European Business. Students taking Business Studies via the vocationally related route will often focus on this area in greater depth and choose only one other subject at AS/A2 level to study alongside it.

The higher education and employment scenes are continually changing due to social, economic and political pressures. This worksheet, therefore, is not a definitive guide to your future career but is more of a prompt to get you thinking about making connections between your choice of Advanced level courses and higher education and career opportunities.

<i>Business Studies Skills</i>		⊗ Ways in which you might learn these in the subject:
<i>Numerical skills:</i>	<input type="checkbox"/> collecting and recording data <input type="checkbox"/> estimating, measuring and calculating quantities, ratios and timescales <input type="checkbox"/> reading, analysing and presenting data in statistical tables, graphs and charts <input type="checkbox"/> calculating with fractions, percentages and formulae	<input type="checkbox"/> learning about supply and demand, costs, prices, profit margins, break even points, etc. <input type="checkbox"/> calculating stock values and depreciation <input type="checkbox"/> studying accounting and finance
<i>Research skills:</i>	<input type="checkbox"/> researching a topic by finding and choosing the most appropriate sources to use <input type="checkbox"/> analysing written and statistical information and drawing out from it the key pieces of information needed <input type="checkbox"/> summarising complex documents and reporting research findings and conclusions	<input type="checkbox"/> researching topics such as unemployment, inflation, economic growth, interest and exchange rates <input type="checkbox"/> learning about how businesses are structured, organised and managed
<i>Communication skills - written and visual:</i>	<input type="checkbox"/> putting across clear and relevant information <input type="checkbox"/> using visual materials to illustrate straightforward and complex matters <input type="checkbox"/> presenting text, graphics and numbers using templates, spreadsheets and databases	<input type="checkbox"/> writing essays, business reports, marketing plans, business plans, etc. <input type="checkbox"/> producing organisational charts, sales charts, accounts spreadsheets, etc.
<i>Communication skills - verbal:</i>	<input type="checkbox"/> taking part in discussions and making relevant contributions <input type="checkbox"/> listening and responding to others <input type="checkbox"/> giving presentations, using images where appropriate	<input type="checkbox"/> discussing business issues <input type="checkbox"/> taking part in role plays, eg. selection interviews <input type="checkbox"/> presenting the results of projects and groupwork
<i>Commercial awareness:</i>	<input type="checkbox"/> demonstrating an awareness of micro and macro economics <input type="checkbox"/> analysing and predicting business performance <input type="checkbox"/> conducting investment appraisals	<input type="checkbox"/> learning about national and international factors affecting small & large businesses <input type="checkbox"/> understanding how these factors affect business performance

⊗ Ways in which you might use these in a job:

- dealing with accounts, budgets, financial statements, etc.
- determining prices and profit margins
- forecasting growth and assessing risk and financial stability

- interpreting complex financial and banking terminology
- researching consumer needs and demands for a product
- reading business journals, company accounts, annual reports, etc.

- producing letters, memos and reports
- preparing tax returns and financial reports

- working as part of a team
- managing or supervising other people
- dealing with personnel or customers
- giving presentations to other staff or clients

- running a business
- advising on a wide range of business issues, tax advantages, investment portfolios, etc.

business studies

⊗ other skills

In addition to the specific skills you will develop whilst studying Business Studies at Advanced level, you may also develop a number of other skills which will be extremely important, whether you go on to higher education or into employment.

>Improving own learning and performance:

- dealing with complex subjects
- checking understanding of work set and seeking clarification if unsure
- agreeing and setting targets and planning action
- following a plan to meet targets and making revisions to the plan as necessary
- checking progress with an appropriate person
- identifying any support needed and using it effectively

>Working with others:

- planning activities with others
- identifying and agreeing targets with others and checking understanding
- identifying and confirming responsibilities within the group
- agreeing working arrangements with those involved

>Working with Information Technology:

- deciding what, when and whether to use information technology
- selecting and using appropriate technological hardware and software to process data, prepare and present information
- identifying support needed and using it effectively

Business Studies

C A R E E R c-o-n-n-e-c-t-i-o-n-s

There are a number of careers where having an Advanced level qualification in Business Studies, and all the skills that you develop through studying it, will be very useful. As Business Studies is a generic title covering a wide range of business and financial subjects, related jobs tend to cover a broad spectrum, not just in business and management. You can find out more about these careers by looking up information in your careers library under the Connexions Resources Classification Index (CRCI) codes listed here.

CRCI code	Title
I	General information on careers related to Financial Services
AA	Human Resources Management
AC	Local Government Work
AB	Civil Service
AD	Administrative Finance
IF	Economics
IA	Accountancy
IE	Banking
IE	Building Society Work
IH	Insurance Work
IF	Stock Exchange Work
IF	Pensions Work
O	Marketing
S	Retail Work
WC	Buyer/Purchasing
AA	Management Services

Although it is possible to enter some of these jobs after Advanced level studies, many of these areas recruit people with higher qualifications so you may need to seriously consider going on to higher education.

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ways to check it out

Look at the 2 Skills pages.

- ① Put a cross against those skills you already have.
- ② Tick those skills you would like to gain or develop further.

- ③ Could you see yourself studying this subject at:

	Yes	No
Advanced level	<input type="radio"/>	<input type="radio"/>
Degree level	<input type="radio"/>	<input type="radio"/>

- ④ Look at the Career Connections section which lists careers related to Business Studies. Do any of these appeal to you? Why?

- ⑤ Look at the 'Thinking of doing a degree' section which lists degree programmes that are popular with Business Studies students. Tick those that appeal to you. Pick out your top 3 and explain why.

- ⑥ So what do you think?
Are you interested in studying Business Studies further? Give 3 reasons for your answer:

- 1
- 2
- 3

Remember: Advanced level course grades can be converted into UCAS points which count towards admission to university so it is important to choose subjects which reflect your interests and abilities.

A = 120 points
B = 100 points
C = 80 points
D = 60 points
E = 40 points

Thinking of * doing a degree?

Degree level programmes normally require a minimum of 2 A2 level passes, or the equivalent, plus supporting GCSE passes. Business Studies courses remain very popular with large numbers of applicants for limited places. Some degree programmes with different titles may have similar content but have less applicants.

Degree programmes in Business Studies

A wide range of courses exist in universities and colleges.

The content and emphasis of each course varies between universities. For example, some courses (mostly those at the older universities) tend to focus on Management Sciences and have a high mathematics content (Advanced level Maths may be required for entry) whilst other courses cover the full range of business subjects. A large number of courses in the latter category are sandwich programmes which usually provide at least a year of work experience.

Business Studies related courses include:

- Accountancy
- Agricultural Business Management
- Arts Management
- Banking
- Business Administration
- Business Information Technology
- Land and Property Management
- Countryside Recreation Tourism
- Horticultural Business Management
- European Business Studies
- International Business Studies
- American Business Studies
- Applied Statistics for Business
- Entrepreneurship
- Public Policy, Government & Management
- Health Services Management & Administration
- Hospitality Business Management
- Human Resource Management
- Strategic Management
- International Relations
- Investment & Financial Risk Management
- Business Law
- Management Science/Studies
- Marketing
- Supply Management
- Organisational Behaviour
- International Development
- Retail Management
- Transport Management

Details of all the degrees available in these areas, and more, can be found on the University Central Admissions System website at www.ucas.com

There are many degrees where having an Advanced level qualification in Business Studies may not be of direct relevance but will be useful, however, so you need not be restricted by this list.

Business Studies FACTFILE

Opportunities for Graduates

Recent statistics show the following trends for graduates from Business degrees:

- around 79% entered full-time employment
- graduates entered a wide range of occupations with significant numbers taking up posts relevant to their degree including marketing, human resources, retail management, finance and accountancy
- over 31% entered clerical, secretarial, retail and catering jobs
- around 7% of graduates entered some kind of further study or training
- under 3% continue into postgraduate courses such as MAs/MSCs

... jobs

These are some of the jobs that Business Studies graduates have gone into in recent years ...

- Marketing Trainee
- Sales Executive
- Retail Management Trainee
- Trainee Buyer
- Office Manager
- Chartered Accountancy Trainee
- Management Consultant
- Medical Representative
- Personal Assistant
- Data Input Clerk



need to find out more?

You might find these publications useful. Check to see if your Careers Library or local library have copies.

- > *Accountancy Uncovered*
published by Trotman
- > *CRAC Degree Course Guides: Business Studies and Economics*
published by Trotman
- > *Careers in Accountancy*
published by Kogan Page
- > *Marketing and PR Uncovered*
published by Trotman

Free information is available from the following organisations. If writing please send a stamped addressed envelope to cover postage:

- ▷ Institute of Chartered Accountants in England and Wales
Gloucester House
399 Silsbury Boulevard
Central Milton Keynes
Buckinghamshire MK9 2HL
01908 248100
Email: careers@icaew.co.uk
www.icaew.co.uk/careers
- ▷ Institute of Financial Accountants
Burford House
44 London Road
Sevenoaks
Kent TN13 1AS
01732 458080
Email: mail@ifa.org.uk
www.ifa.org.uk
- ▷ Chartered Institute of Management Accountants
26 Chapter Street
London SW1P 4NP
020 8849 2251
Email: cima.contact@cimaglobal.com
www.cimaglobal.com
- ▷ Chartered Institute of Personnel and Development
151 The Broadway
London SW19 1JQ
020 8612 6200
www.cipd.co.uk
- ▷ Chartered Institute of Public Finance and Accountancy
3 Robert Street
London WC2N 6RL
020 7543 5600
Email: corporate@cipfa.org
www.cipfa.org.uk
- ▷ Chartered Insurance Institute
Careers Information Officer
20 Aldermanbury
London EC2V 7HY
020 7417 4415
Email: knowledge@cii.co.uk
www.cii.co.uk
- ▷ Institute of Actuaries
Napier House
4 Worcester Street
Oxford OX1 2AW
01865 268200
Email: institute@actuaries.org.uk
www.actuaries.org.uk
- ▷ Institute of Financial Services
IFS House
4/9 Burgate Lane
Canterbury CT1 2XJ
01227 818609
Email: customerservices@ifslearning.com
www.ifslearning.com
- ▷ ACCA Connect (The Association of Chartered Certified Accountants)
29 Lincoln's Inn Fields
London WC2A 3EE
020 7059 5000
Email: info@accaglobal.com
www.accaglobal.com