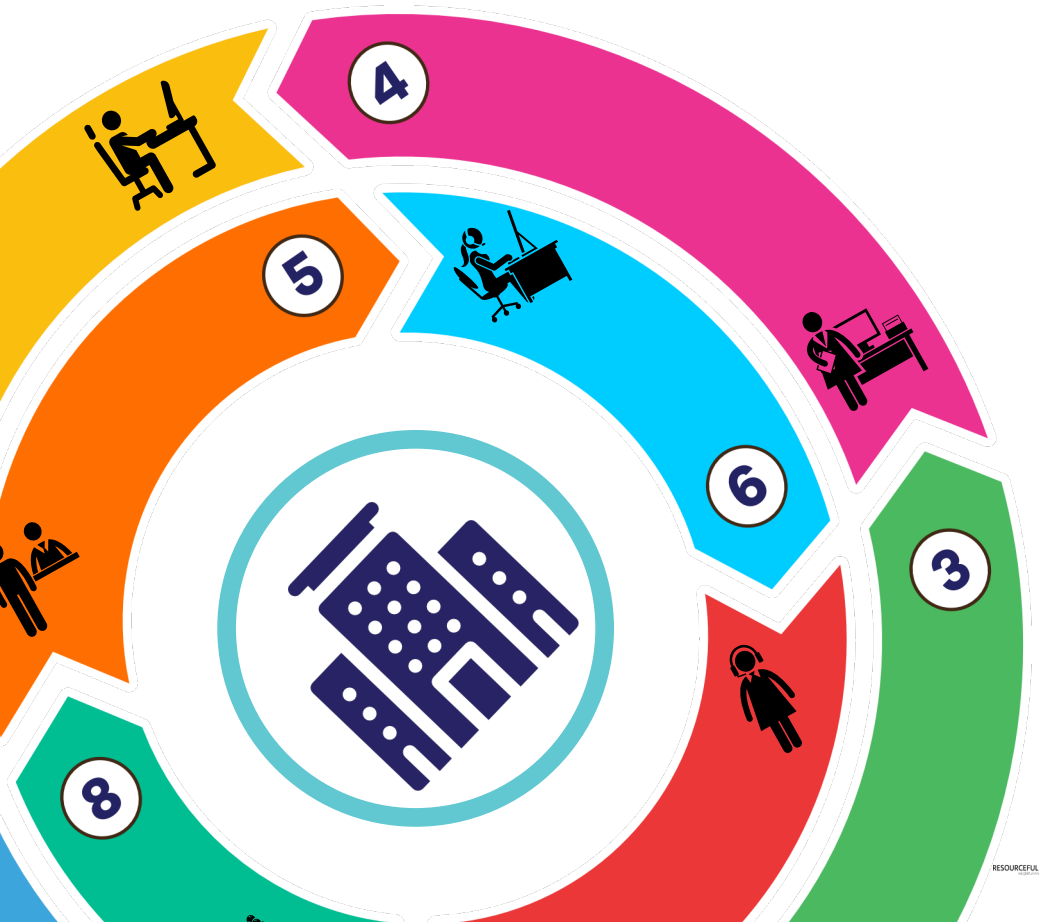


STEP INTO...

FINANCIAL & PROFESSIONAL SERVICES



How to use this resource

This guide is here to help you explore different job opportunities, understand how your skills can be applied in Financial and Professional Services, and discover the pathways that can lead you to a fulfilling



Basic LMI: Learn about Financial and Professional services jobs, how many people are employed and the companies you could work for. This will give you a broad understanding of the job market.



Explore Jobs: Discover descriptions of different jobs to find ones that interest you.



Apply Your Skills: See how the Skills Builder Universal Framework can be used in jobs to develop skills like teamwork and problem-solving. Your tutor or adviser will help you to review your skills and rate your current ability. There is also an opportunity to provide your own examples.



Discover Pathways: Find out about education, training programs, and other resources to guide you on your career journey.



Do you enjoy keeping track of important details and staying organised?



Do you enjoy learning how businesses work and make money?



Are you curious about how people manage teams and projects?

If the answer is **YES** then a job in Financial & Professionals Services could be for you.

DID YOU KNOW...

Central London is a world-leader in Financial and Professional Services and the sector accounts for...

There are...

976,000

people employed in financial and professional service roles across Central London.

With a further...

100,000

more people will be needed by 2030 to meet industry demands especially with advanced automation, and digital transformation.



Could you be one of them?

WHERE CAN YOU FIND LOCAL VACANCIES?



Company
Offices



Councils



Call Centres



Legal Firms



Financial
Organisations



Educational
Institutes

LOCAL INCLUSIVE EMPLOYERS INCLUDE...



Santander

Standard
Chartered



BARCLAYS

Deloitte.



NatWest



WHAT JOBS CAN YOU DO?

Roles can involve managing customer relationships, maintaining records, supervising, guiding teams on projects, or greeting and directing visitors and callers.



TALENTINO[®]!

The CEC has adopted Talentino's #SameAndDifferent model, a national SEND school career framework designed to deliver effective career activities for young people with SEND. Developed from Talentino's work in schools, this concept enhances early career development and encourages employers to support the progression of individuals with SEND.



JOB GROUP 1

don't require Level 2 Qualifications / GCSEs but can lead to supported employment, Supported Internships, Inclusive Apprenticeships, supported Enterprise, T-Levels, Traineeships and FE College.



Data Entry Clerk

They type information into databases and systems and create letters, reports and other documents.



Annual Salary

£15,000 - £25,000



Cleaning Assistant

They help clean offices, shops and homes, or more specialised cleaning like upholstery or the outsides of buildings.



Annual Salary

£17,000 - £24,000



Post Room Assistant

They help businesses by ensuring all post is organised, logged and distributed to each relevant team.



Annual Salary

£16,500 - £23,000



Office Assistant

They support businesses by organising meetings, typing documents and updating computer records.



Annual Salary

£14,000 - £28,000

JOB GROUP 2

do require at least Level 2 qualifications / GCSEs and can lead onto a Apprenticeships, University, College, Employment or Enterprise



Receptionist

They are the first point of contact for visitors to an organisation.



Annual Salary

£18,000 - £22,000



Call Centre Operator

They help answer enquiries from customers by telephone, email, webchat, text and post.



Annual Salary

£25,000 - £28,000



Customer Service Assistant

They deal with customers questions, purchases and complaints.



Annual Salary

£17,000 - £25,000



Legal Secretary

They provide administrative support for lawyers and legal executives.



Annual Salary

£20,000 - £45,000

HOW DO ESSENTIAL SKILLS HELP?



Understanding the needs and feedback of clients, colleagues, and stakeholders.



Clearly and professionally communicating ideas and information.



Identifying and resolving administrative and operational issues.



Innovating and improving business processes and strategies.



Maintaining a positive attitude and resilience in a dynamic work environment.



Setting and achieving high standards for personal and organisational goals.






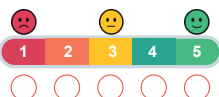



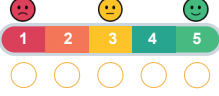



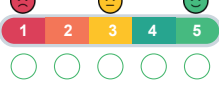

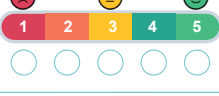


Leading teams and managing projects effectively.



Collaborating with colleagues to achieve business objectives.

Rate your ability in each skill on a scale of 1 😞 to 5 😊.

Can you provide any examples of when you have used each skill?

Skill	Rating (1-5)	Examples of when you have used this skill.
		
		
		
		
		
		
		
		

ROUTES & PATHWAYS

Discover local options by clicking or scanning the QR codes on the following pages.

For more details about the pathways available



SCAN ME



SUCCESS

1

EMPLOYMENT

Supported Employment, Inclusive Employment, Self Employment / Freelance



2

VOLUNTEERING

Supported Volunteering / Work Placement (short or long term / during school after school)



3

APPRENTICESHIPS

Inclusive Apprenticeships (1-2 yrs), Apprenticeships (1-5yrs)



4

FURTHER EDUCATION

A Levels (2yrs), T Levels (2yrs), FE College (1-5yrs), Specialist College (SEND - 1-6yrs)



5

SUPPORTED INTERNSHIPS

Supported Internships (6months - 1yr)



1. EMPLOYMENT



Earn money



Learn and grow



Contribute to society

2. VOLUNTEERING



Helping the community



Learning new skills



Feeling happy

3. APPRENTICESHIPS



On the job training



Earn while you learn



Excellent job outcomes

4) FURTHER EDUCATION



Learn what you love



Gain practical skills



Different levels for everyone

5) SUPPORTED INTERNSHIPS



Learn on the job



Get extra help



Prepare for future jobs

1. EMPLOYMENT



Street League



Whizz Kidz



Mencap



Haringey London



Shaw Trust



Ingeus



Thera Trust



Camden Disability Action



Choice in Hackney



2. VOLUNTEERING



Haringey Volunteer Centre



Volunteer Centre Camden



Voluntary Action Islington



NHS Central London Community Healthcare



Southwark Council



Volunteer Centre Tower Hamlets



Lambeth Council



Voluntary Centre Kensington & Chelsea



Lewisham Local



3. APPRENTICESHIPS



Haringey Works



Camden Apprenticeships



Islington Council



Hackney Council



New City College (Tower Hamlets)



Wandsworth Lifelong Learning



LeSoCo



LIFT



Lambeth College



4) FURTHER EDUCATION



City and Islington College



Camden College



New City College (Hackney)



City of Westminster College



New City College (Tower Hamlets)



South Thames College



Lambeth College



Southwark College



Lewisham College



5) SUPPORTED INTERNSHIPS



Shaw Trust



Mencap Training Academy



West Lea



Transport for London



Care Trade



DFN Project SEARCH



Harington



Choices College



Ambitious College



BUILD YOUR VOCATIONAL PROFILE

Helping you to explore future pathways

Education choices and future planning tools for young people with SEND

Scan to START building your Vocational Profile

