



Use your UNIFROG Account to log on from your introductory email from your school email address.

Go into the **'Know How Library'** and look at:

'How to Prepare for College'. This will give you a quick insight on things you need to prepare for and what you should be doing now and in your Summer holidays to get ahead of other students also going in September!



30 of the Best Business Podcasts to Listen to in 2020!

We've put together a list of Business podcasts to help you become a master at understanding the industry in more detail and to have a good laugh too!

[30 of the Best Podcasts to listen to in 2020](#)



BBC Bitesize
Jobs that use Business -A Vlogger, A business owner, A Business Developer...there are many roles to consider.

[Business Jobs](#)
Jobs in Finance –Financial Adviser, Compliance, Accountancy.....
[Finance Jobs](#)



Read about the differences between Finance and Accounting.

Click the link below:

[The difference between Finance and Accounting explained](#)



Watch the Learn Lounge by Springpod –Inspirational Talks given by inspirational people.

'Money Talks: How to save to spend on what you want'
A Financial Advisor with over 15 years of industry experience, Emmanuel Asuquo knows all about the importance of managing money. He covers crucial financial concepts for young people to understand if they want to live a debt-free life and also shares his tips on how to manage your finances better as a student.

Click the link below:
A talk by [Emmanuel Asuquo](#)
TV Host & Financial Adviser, Channel 4



Studying a Business and Administration course will give you much of the underpinning knowledge you need in the modern business world.

Look on your **UNIFROG Account**. Go onto the **'Careers Library'**. Scroll down and to **'Search by Keyword'**. Then write **'Business, Administration or Finance'** and take a look at any of the jobs that interest you!



Read the best Business Entrepreneur BLOGS you should be reading!

Click the link below:

[Best Blogs for Business Entrepreneurs](#)



Take a look at The **Careerometer Widget**

Click the links below to allow you to compare the different career choices in the UK.

[The Careerometer Widget](#)



Have a go at completing these Free Online Courses and get a head start for your September start!

Explore the basics of business management and discover what it means to be an effective leader with these free high- quality courses.
Click the link below:

[Free online Business Management Course](#)

This free online course will teach students about administrative support, including how to get organized, manage time, how to handle special tasks, verbal and nonverbal communication skills, empowering yourself, working as part of a team of two and taking care of yourself.
Click the link below:

[Administrative Assistant Course](#)



Some of the examples of different career paths you could follow are:

Students studying Administration have progressed to becoming Event Planners, Human Resource Advisers, Legal Secretaries, Personal Assistants, Office Managers and Wedding Planners to name a few.
Students studying Business and AAT have progressed to careers as Accountants, Business Analysts, Finance Planners, Franchise Managers, and Marketing Officers among others.

Search these different types of jobs using your **UNIFROG account**.

Go to the **Careers Library** and scroll down to the section **'By Career Area'** and take a look at the following sections that are applicable to you:

- Administrative and Clerical Financial Services
- General and Personal Legal Services
- Management and Planning



The Business Administration Quiz

How many things do you know about Business Administration? Put yourself to the test with this quiz!

[The Business Administration Quiz](#)

Year 11 Transition Activities for Business & Administration Courses