

# BUSINESS STUDIES

## WE'VE GOT THE APPRENTICESHIP FOR YOU!



- **PROJECT MANAGERS**  
take the lead on particular projects and run them smoothly and successfully.



- **BUSINESS ADMINISTRATORS**  
manage the day-to-day operations of a business and organise people and resources



- **SCHOOL BUSINESS PROFESSIONALS**  
administer and manage school financial, site and support services by providing support to leadership teams and implementing their business decisions.



- **TEAM LEADERS**  
support, manage and develop team members, manage projects, plan and monitor workloads and resources, resolve problems and build relationships.



- **HUMAN RESOURCES (HR) ASSISTANTS**  
handle day to day queries and provide HR advice; working on a range of HR processes including recruitment through to retirement.

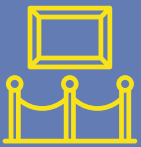
### MORE INFO

There are many other apprenticeships you might be interested in:

*Business Adviser, Chartered Accountant, Data Analyst / Data Scientist, Supply Chain Manager, Forensic Accountant, Sustainability Business Specialist, Insurance Underwriter and many more!*

# HISTORY

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- **CULTURAL HERITAGE CONSERVATORS**  
preserve cultural heritage objects or collections housed in archives, art galleries, libraries, museums, private collections, as well as historic and ancient sites.

### ARCHAEOLOGICAL SPECIALISTS

lead Archaeological Research and Investigation, which may comprise surveys, excavation, post-excavation analysis and scientific analysis.

- **LICENSED CONVEYANCERS**  
are specialist property lawyers who deal with all legal matters relating to the transfer of ownership of land or property from a seller to a buyer.

### MUSEUMS AND GALLERIES TECHNICIANS

create exhibitions and displays, which may include mounts, showcases and labels for objects. These objects may be extremely valuable and often priceless.

- **LIBRARY, INFORMATION AND ARCHIVE SERVICES ASSISTANTS**  
preserve the heritage of information records as well as arranging and cataloguing archives for discovery by users and collections management.

**There are many other apprenticeships you might be interested in:**

*Historic Environment Advice Assistant, Cultural Learning & Participation Officer, Solicitor, Heritage Engineering Technician, Journalist and many more!*

# LANGUAGES

## WE'VE GOT THE APPRENTICESHIP FOR YOU!



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- **AVIATION OPERATIONS MANAGERS**  
manage the environment, facilities and services at airports, military bases, heliports and airfields - including the safe arrival, turnaround and departure of aircraft.

### INTERNATIONAL FREIGHT FORWARDING SPECIALISTS

ensure that the company they work for complies with customs, import and export laws and regulations.

- **CABIN CREW APPRENTICES**  
provide excellent customer service to passengers while ensuring their comfort and safety throughout the flight.

### EVENT ASSISTANTS

arrange a broad range of activities including cultural events, conferences, trade shows and sporting and music events all over the world.

- **AIR TRAFFIC CONTROLLERS**  
direct aircraft on the ground and through controlled airspace.

There are many other apprenticeships you might be interested in:

*Travel consultant, Transport Planner, Heritage Engineering Technician, Commercial Procurement and Supply and many more!*