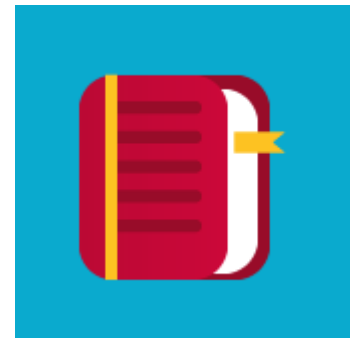


# Administration, Business and Office work



**Association of Medical Secretaries, Practice Managers, Administrators and Receptionists Ltd**  
(information about training and exams for self-study route)

[www.amspar.co.uk](http://www.amspar.co.uk)

**Chartered Management Institute**  
(info about apprenticeships, upcoming events, courses and education providers)

[www.managers.org.uk](http://www.managers.org.uk)

**Civil Service Careers**  
(different routes into the Civil Service)

[www.civilservice.gov.uk/recruitment](http://www.civilservice.gov.uk/recruitment)

**Institute of Administrative Management**  
(upcoming webinars, IAM apprenticeship packages)

[www.instam.org](http://www.instam.org)

**Institute of Agricultural Secretaries and Administrators**  
(events, training and vacancies)

[www.iagsa.co.uk](http://www.iagsa.co.uk)

**Institute of Chartered Secretaries and Administrators**  
(info on becoming a chartered secretary, training and events)

[www.icsa.org.uk](http://www.icsa.org.uk)

**Institute of Chartered Shipbrokers**  
(information about their qualifications, vacancies and events)

[www.ics.org.uk](http://www.ics.org.uk)

**Institute of Legal Secretaries and PAs**  
(info on the role of legal secretaries and PAs, jobs, careers and training)

[www.institutelegalsecretaries.com](http://www.institutelegalsecretaries.com)

**NHS Careers**  
(careers a-z, leaflets, downloads etc.)

[www.healthcareers.nhs.uk](http://www.healthcareers.nhs.uk)

