

Business Administration Apprenticeship

Darcy & Katy

Darcy

"Before my apprenticeship I was working as a youth support worker. I had previously done an apprenticeship in child care and I wanted to get a different qualification so that I could gain experience in a lot of different areas. I also wanted to change my career path.

What worked well for me was that I could earn and learn at the same time. I was able to gain qualifications while getting the hands-on experience which helped me complete all my course work. I feel the apprenticeship helped me to grow as a person and gave me the confidence to try new things. I feel that by going to college and into the work setting I met a lot of different people and made new friends. I also gained a lot of knowledge and understanding about business administration in a school environment which helped to understand what I want to do in life.

The impact of doing my apprenticeship is that I gained a great understanding of business admin which has helped me to get a job within a school. I am currently working in the school that I did my apprenticeship in as the School's Business Operations Assistant."



Katy

"Before my apprenticeship I was in sixth form college. I chose to do an apprenticeship because I wanted to do an apprenticeship straight after school (year 11), but my Mum was focused on me going to sixth form. I carried out my 2 years at sixth form and then decided I wanted to get another qualification, but also work at the same time and earn some money on the job. I was able to work and learn at the same time which I really enjoyed and still enjoy to this day because I want to be able to earn money but also still gain qualifications because I am still young. I also liked the fact that I was able to just get on and complete my work and not always have to rely on lessons/college days, therefore I could just complete work from home based on my job role.

I have learnt so many new skills and business/finance processes. This has therefore allowed me to develop as a person because it has enabled me to progress my finance knowledge further which will be useful in my future career path. The apprenticeship has meant that I have gained a Business Administration and Finance Qualification and therefore learnt new skills that I will be able to use in the future in any job role I go into as most jobs use administration.

I am currently completing my Business Administration and Finance Level 3 Apprenticeship – working in the 'Royal Greenwich Trust School'. I carry out administrative jobs but mainly work under the finance manager."

