

# Endless Possibilities

Walsall Council's  
Apprenticeship Programme



## DAY IN THE LIFE OF AN APPRENTICE

### JAMIE BODMAN



**Apprentice Name:**  
Jamie Bodman

**Service Area:** HR

**Directorate:** Resources and Transformation

**Type of Apprenticeship:**  
Recruitment Apprentice

**Previous Qualifications:**  
NVQ Level 2 Carpentry

#### **What is your Job Title?**

#### **Can you explain what you do on a day to day basis?**

My job title is Recruitment Apprentice and on a daily basis I deal with advertising council jobs on social media and uploading adverts from schools onto our WMjobs website/directgov. I arrange for application packs to be moved onto the Doc Manager Software for the managers to assess and go through the short listing process. I also arrange interview time slots once the manager has sent through the documents, which can require chasing up potential candidates with phone calls.

#### **How did you find the Apprenticeship Programme?**

I found the Apprenticeship by looking on WM Jobs with my key worker Nicola from IMPACT, it was easy to find and easy to apply for and I knew I would be working for a great organisation full of great people.

#### **How does the Apprenticeship work? How do you cover the off job training element?**

I work through modules (units) provided by the assessors whilst working on the job and logging what I have learned in my "off the job" log.

#### **What is the best thing about the Apprenticeship?**

The friendly staff and the qualification I will receive at the end, the knowledge I will walk out with and the experience I will gain from it.

#### **Would you recommend Apprenticeships to others?**

I would definitely recommend!!, especially anyone who wants a new career or just to progress in their current one, earning money whilst learning AND gaining certificates at the end to help in future potential jobs...SIGN ME UP!