

## DAY IN THE LIFE OF AN APPRENTICE

### MARC OLIVER

**Apprentice Name:**

Marc Oliver

**Service Area:**

Black Country Impact

**Directorate:**

Economy and Environment

**Type of Apprenticeship:**

Business Administration

**Previous Qualifications:**

Maths & English Level 1, New CLAIT, Internet Computing Core Certifications, ICT Diplomas and GCSE – ART (C)

**What is your Job Title?**

Business Support Officer.

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

On a day to day basis I collate documentation for the Impact Project which is submitted by the Project Advisors for inputting into the central system so that it can be made available for other advisors and staff members. This also includes collating information from the Impact Hub to monitor the popularity of the service. Part of my role also includes being a mentor for one of the clients on the programme to assist in their self development.

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

I found out about the Apprenticeship programme after my manager at the time told me this would be something great for me to apply for although it meant leaving my position at the time in Adult Social care it did mean I could better myself and develop within my chosen career path.

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

When doing my Apprenticeship I managed my off the job training, by attending college once a month, and also attending additional sessions such as Maths, English and ICT.

I also had my college assessor coming into my work place to speak with me and my manager once a week to discuss my progress.

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

The best thing about the Apprenticeship was the ability to gain a Diploma qualification whilst also earning an income.

**Would you recommend Apprenticeships to others?**

Yes- The ability to learn while earning, the employer pays for your training as well as your wages, gaining a new qualification and also whilst working you are entitled to student discounts such as NUS, Student Beans and Unidays.