

Endless Possibilities

Walsall Council's
Apprenticeship Programme

DAY IN THE LIFE OF AN APPRENTICE

RUKSANA KAVDE



Apprentice Name: Ruksana Kavde

Service Area: Virtual School

Directorate: Children's Services

Type of Apprenticeship: CMDA

Previous Qualifications:

Level 3 Diplomas in Supporting Teaching and Learning, Level 5 DipHE Combined Studies (Business studies- Marketing and HR)

What is your Job Title? Can you explain what you do on a day to day basis?

I am an Information Officer for the Virtual School Team in Children Services within Walsall Council. I am the main point of contact for internal and external customers who wish to access information on Looked After Children. I am responsible for ensuring all information is relevant and up to date. My day to day role entails maintaining

comprehensive, accurate and effective information systems relating to Looked After and vulnerable pupils, schools, establishments and local authority performance. I track and monitor attainment and progress and manage the attendance data. I also oversee the finance; process pupil premium funding; raise purchase orders; maintain the budget and manage the business & administration apprentice in our team.

How did you find the Apprenticeship Programme?

As soon as I read about the Chartered Manager Degree Apprenticeship (CMDA) on the intranet at work – I knew it was for me. I believed CMDA is the most practical route that will give me the skills to get closer to my goal, as a future manager of my organisation. The programme will help me to develop and contextualise the theories, skills and knowledge I learn, and apply them directly in my workplace and throughout my life to better my services.

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

I am undertaking the Chartered Manager Degree Apprenticeship at the University of Wolverhampton. The programme is delivered through a combination of online learning and face-to-face sessions. As part of my Apprenticeship, I attend four full-day workshop sessions per block at the university. My manager

is very supportive and accommodating of my 20% off the job, and my team are also very supportive. I can flex my time around my work calendar and commitments, and I currently use my 20% off the job for online studying on Canvas as well as research, meeting with colleagues in preparation for presentations and working on assignments. I have also attended training in relation to my studies, they all count towards my 20% off the job. In addition I have an academic mentor who is available for when I need guidance and advice. Overall I have a good network of support around me.

What is the best thing about the Apprenticeship?

The Apprenticeship has worked out wonderfully; it allows me to balance work life with studying around my family life. If I had taken up a post-graduate scheme, I would not have the freedom and support I do now. With a child looking to go into higher education soon too, university education was something I could not afford for myself.

Would you recommend Apprenticeships to others? Without a doubt, I would definitely recommend Apprenticeships to anyone looking to enhance their skills and learning. I have already learnt so much and gained new skills since starting the Apprenticeship journey this January, it's truly a life-changing experience.

Endless Possibilities

Walsall Council Apprenticeship Programme
Contact: Learning & Development Team
Telephone: **01922 655678**

Website: <https://go.walsall.gov.uk/jobshop>
Twitter: [@Walsall_Apps](https://twitter.com/Walsall_Apps)