

DAY IN THE LIFE OF AN APPRENTICE

ZARA KHAN



Apprentice Name: Zara Khan

Service Area:
Communities and Equalities

Directorate:
Resources and Transformation

Type of Apprenticeship:
Business Administration

Previous Qualifications:
A-Level History
A-Level Spanish
A-Level Psychology

What is your Job Title? Can you explain what you do on a day to day basis? My job title is Apprentice Equalities and Integration Support Officer. It's very long, so when I tell people they sort of just look at me like "what does that mean?" I remember when I went to have my ID badge done; it took 4 failed attempts to get my job title to fit, 5th time lucky! Everyday is different in my team. I can be replying to emails, organising and attending meetings/training, writing up minutes, doing college work, answering the phone/making phone calls, updating our social media pages and working with local community groups and partners. Furthermore things can just crop up, out of the blue, so I have to be ready and willing to adapt my schedule to accommodate.

Would you recommend Apprenticeships to others? Definitely! An Apprenticeship is great because if you're a young person who's never worked before, it gives you a head start in a professional working environment. Also, in 3 years time you will have some money saved up and no Uni fee debt to worry about.

How did you find the Apprenticeship? I was already at the Council because I was doing work experience here and the team I was working in said that they were going to advertise for an Apprentice. The advert went out on WM Jobs, I applied, got shortlisted for an interview, had an interview and then got the job.

How does the Apprenticeship work- How do you cover the off job training element? I work 37hours a week, Monday-Friday and I occasionally work evenings and weekend if I've got meetings or we're attending/running an event. I attend a session at Walsall College one day a month and my assessor comes to meet me every fortnight. My College work is part of my job, so I block out time in my calendar to complete assignments at work.

What is the best thing about the Apprenticeships? You get hands on experience that you can't get in a classroom, which employers love.