

Apprentice Case Study

Name: Rachel Cowell

Apprenticeship: Business Administrator Level 3

Job Title: Non-Medical Student Placement Coordinator



Introduction to the Apprentice -

I joined the Practice Education Facilitator Team (PEF) in 2018 as a Band 2 Administrator Apprentice. My duties in this role were to support the team and update team databases and spreadsheets. The Apprenticeship route really appealed to me as even though I had previous admin experience, I had been out of work for a while due to having children, so I knew I needed to update my skills and knowledge. I decided to look for a training opportunity rather than an administration job and this was one of the first jobs that I had seen.

Learning and Development -

I did not have to attend college for this apprenticeship, my Skills Coach came to visit me in the workplace once a month. During my time on-programme, I learnt a lot from the Apprenticeship content which I wasn't necessarily expecting. I learnt new skills, such as project management which I found very extremely beneficial as this is something that I use in my current job role. There were challenges that I had to face such as completing my final assessment as we had now moved into lockdown. However, I was supported, and I was able to complete my End Point Assessment.

Benefits of choosing an Apprenticeship as an education route -

To me, the benefit of the Apprenticeship is the hands-on experience that you will have. I find that the actual learning on the job is more beneficial than the learning in a classroom. I was able to continue earning a salary too during the completion of my Apprenticeship.

Achievements and Success -

My achievement is completing the Apprenticeship and achieving distinction. The completion of the Apprenticeship has enabled me to progress from a Band 2 to a Band 3 and I've recently been successful in applying for a Band 4 secondment which will further improve my career.

Future Plans -

I would like to complete the Level 4 Data Analyst Apprenticeship in the future. I am the type of person who does enjoy learning so I do look out for opportunities that are job relevant and can also lead to further qualifications in the future.