

APPRENTICESHIP CASE STUDY



**Meg
Horsburgh**

Business Administration

Before embarking on this course, Meg was looking to further her education and take the next step towards starting a career. The Level 3 Business Administration apprenticeship within Darlington Borough Council, felt like the perfect opportunity to do this. This was the reasoning and motivation for applying and carrying out the course.

Meg found course both interesting and relevant throughout the duration. The content of the course was very relatable to the role Meg was carrying out within the Housing department of Darlington Borough Council, as well as also being applicable to wider organisations and external businesses. Meg stated:

"For this reason, completing the Business Administration course is extremely beneficial for anyone looking to further their personal development, regardless of where you gain employment beyond completing the apprenticeship. The knowledge and skills I learnt helped to both improve my performance as an apprentice and enhance my professional ability going forward."

The opportunity to extend the learning, whilst also gaining the job experience within the role, worked really well for Meg. She thoroughly enjoyed the work, carried out as an apprentice, which was focused on, data input, administration tasks and performance and financial monitoring. Meg found it extremely rewarding to work towards and successfully achieve the Level 3 qualification within Business Administration, stating:

"This has contributed largely to my personal development and is a qualification that I feel is relevant to many future potential job opportunities. The course has helped me to work towards a career and will continue to benefit me as I progress further in my professional and personal life."

After finishing the apprenticeship, Meg successfully gained full-time employment within Darlington Borough Council, the Revenues and Benefit Department. This was a great achievement, as well as gaining a qualification.



TEES VALLEY MAYOR

