

# APPRENTICESHIP CASE STUDY

**National  
Apprenticeship  
Week**  
**#NAW2023**

**Rebecca  
Bowers**

**Business Administration**

After leaving school, Rebecca studied A Levels at a local sixth form college. After this, she decided she wanted to pursue a career in business admin, the with ambition of becoming a solicitor in the future, so she decided to apply for the apprenticeship position at Latimer Hinks Law firm.

At the beginning of the course, Rebecca fell behind on her progress partially due to the transition from sixth form and course delivery methods of her initial tutor. Learning & Skills listened to learner and employer feedback to change tutor, which resulted in Rebecca being able to catch up and continued to meet her target progress for the remainder of the course.

On the course, Rebecca covered various topics to build her knowledge of business admin areas such as stakeholder management, project management, finance, producing documents, legislation and understanding the organisation. She also covered topics to help develop her interpersonal skills including personal and professional development, teamwork and working with others, and coaching and motivating others. Rebecca enjoyed completing tasks - she found the finance task particularly useful as this helped her to complete a personal monthly budget and save up for buying a car. Rebecca enjoyed revising for the knowledge test, and this hard work paid off as she achieved a distinction in the knowledge test.

Throughout her apprenticeship, Rebecca received great feedback from her employer and tutor during her reviews. The main area she struggled with was her spelling, punctuation and grammar and tendency to rush and make mistakes at work. Her tutor helped her develop in this area by helping her with proofreading and spelling strategies. She took constructive criticism well and always strove to improve herself at work and in her studies.

Rebecca completed the End Point Assessment for the Business Administrator L3 with a Distinction, after gaining Distinctions in all 3 assessed areas. She has since been offered a full-time position at Latimer Hinks, with a view to progress her career and work towards the Team Leader Level 3 Apprenticeship with Learning & Skills



TEES VALLEY MAYOR

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