

DAY IN THE LIFE OF AN APPRENTICE

AM

Business Administration



Why did you choose an Apprenticeship?

I liked the idea of earning a wage and learning at the same time.

What benefits does an Apprenticeship have?

Earning a wage, leaning new skills and excelling in the job role.

What skills do you feel you've developed during your time with us so far?

Time keeping, increased work ethic.

What do you hope to get out of your apprenticeship? What will this progress you onto?

I would like to progress into accounting.

Why would you recommend it to others?

Making money is a great incentive.

Tell us about your typical working day - what kind of work have you been/are you doing?

Typical working days/hours: 9-5, 37.5 hour week.

Typical daily tasks carried out: Bank statements, processing invoices, daily banking sheet.

Unsupervised work: Bank statements, processing invoices, daily banking sheet, filing, scanning.

Supervised work: Writing cheques for customers, needs to be signed by my line manager.



TEES VALLEY MAYOR

