

A Day In The Life Of A Tyne North Training Apprentice



What is your first name?

Kane

What level of your apprenticeship are you on?

**Business Administrator
Level 3**

Which company / organisation is your apprenticeship based?

Daikin Applied UK

tynenorth
training

What did you do before you started your apprenticeship with Tyne North Training?

Before starting my apprenticeship I was at sixth form at Ponteland High School. I studied Business, Economics and IT.

Tell us what your typical day on your apprenticeship programme with Tyne North Training is like...

A typical day would start with checking emails and responding accordingly. If there are any quotation enquiries I would carry this out if I knew the relevant information. If I didn't I would contact Daikin Europe which are located in Italy to see if they could help. Any orders that came through I would process; checking if we had the stock and shipping the goods out to wherever they need to be. If we didn't have the stock I would raise a purchase order to the relevant supplier and get the goods in to ship back out.

I also deal with creating and updating records of warranty/commissioning, sending out warranty confirmations, answering phone calls, going down to the factory to organise transport/parts to be shipped with specific instructions etc. Whenever I have spare time I will try and complete as much coursework set as possible ready for my next visit.

What made you opt for an apprenticeship? And what made you choose Tyne North Training?

I wasn't sure which way to go when I started sixth form. I wanted to go to university but for the wrong reasons. My sister opted for an apprenticeship so she loaded me with information on how they worked and what her daily life as an apprentice was like. I also had spoken to my form teacher at school about apprenticeships; this is when I found out about Tyne North Training.

A relative of my teacher worked at Tyne North Training which was the link. My teacher walked me through what they did and how they could help in finding the right apprenticeship for me. I applied to Tyne North Training and before long I was invited in for an interview. They then sent me for an interview with Daikin Applied UK- my current employer.

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What do you like about the role of Business Administration that made you want to pursue your apprenticeship with Tyne North Training?

I always enjoyed Business at school. The whole understanding of how a business is actually ran and what goes on behind the scenes to make a business successful interests me. Business administration also covers a variety of different roles within a business, such as finance, marketing etc.

What do you enjoy about your apprenticeship with Tyne North Training?

I am treated as any other employee at Daikin and I am currently involved in a lot different tasks and projects. I really enjoy learning new concepts and looking at the way jobs can be carried out from a different perspective. The responsibility that comes within the apprenticeship excites me; this could be something small like quoting a client or something a lot bigger like organising the orders/transport of goods for a large amount of money.

What THREE skills would you say are essential for your role?

- Focus
- Knowledge
- Independence

What would you say to someone who is considering applying for a Business Administration apprenticeship with Tyne North Training?

If a Business Administration apprenticeship is what you're looking to do, I would 100% recommend looking to use Tyne North Training. I was given plenty of opportunities tailored to myself and the kind of things I wanted to do within a matter of weeks of having an interview. I was provided with experienced advice when going for an interview on how to present myself well and make a good impression. The advice I was given on which companies may be more for me and which ones may not helped me a lot when looking for my apprenticeship.

Whether it is for you or not it's great experience to attend interviews and get a real perspective of what to expect when applying for a job.