

# A Day In The Life Of A Tyne North Training Apprentice



*What is your first name?*

**Erin**

*What level of your apprenticeship are you on?*

**Level 2**

*Which company / organisation is your apprenticeship based?*

**Potts Print**

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

Before I started my apprenticeship, I had completed A-Levels at sixth form and was at college studying Level 3 Health and Social Care. I also had 2 part-time jobs where I worked mostly on weekends.

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

A typical day includes working on different direct mail jobs, using Microsoft Excel and Adobe InDesign. A job can normally take 20 minutes up to an hour, depending on the complexity of it. I use Outlook to email colleagues once jobs are finished and then move onto the next job, always checking when the deadline is so I can prioritise the order of them.

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

I decided to start this apprenticeship because it offers a foot in the door to start a career doing something I didn't have much knowledge in and without an apprenticeship, I would have struggled to secure a job as I was lacking experience. For me, an apprenticeship appealed to me much more than going to university as it meant working in a real work environment as well as learning alongside that.

I chose Tyne North Training because I knew of people who had completed apprenticeships with them and were successful in securing full-time jobs afterwards. Also, I was aware that Tyne North Training offer a lot of support and guidance during the apprenticeship and you have a dedicated training officer who can provide help whenever you need it.

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

I knew doing a Business Administration apprenticeship would allow me to put my skills to best use, such as working well under pressure and having good IT experience. It has allowed me to gain more confidence and develop skills such as becoming more organised and time-management skills. It is also very versatile and can leave a lot of doors open for the future.

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

I enjoy being able to work independently but also being surrounded by colleagues. Each job that I work on is usually different which keeps it interesting. I like being able to learn and at the same time gaining new experience and knowledge every day.

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

- Ability to work independently
- Being very organised and able to prioritise work
- Being able to meet deadlines

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

I would say go for it as it is a great opportunity and you are offered a lot of support from Tyne North Training and your training officer is just an email or phone call away. The majority of Business Administration apprenticeships will offer a full-time job at the end and you will already have the necessary experience to thrive in your job.

If you want to learn whilst gaining real work experience then a Business Administration apprenticeship is for you.