

## Our Apprentices – Middlesbrough Community Learning

Jordan Wright



### Business Administration Apprentice – Intermediate Level 2

**Tell us a little bit about yourself: what made you choose an apprenticeship and why did you choose to achieve it through Middlesbrough Council/ Middlesbrough Community Learning?**

Upon leaving school with “Outwood Academy” I did not know much about jobs or apprenticeships, so I decided to just apply for part time jobs in my area. I was successful and got a job at Burger King, after working there for 3 months I realised that it wasn’t for me and decided to apply to FE College. I was accepted onto the IT Business Applications Level 3 course which was a two year duration course. I completed the course at a pass level and I did not know what to do next and was not fully aware of the options available. It was Liz McLaughlin from the Pathways Leaving Care Team who told me about Middlesbrough Community Learning and their apprenticeship programme. I applied and was successfully given a place.

**What’s your role and what’s a typical day like?**

I was put forward for an interview within Middlesbrough Council’s – Troubled Families team and was successful. I have learnt quite a lot of new things, my daily work and training includes a wide variety of administration work. I have learnt about Handling data, making and receiving phone calls, sending emails and attend meetings taking notes and arranging times for follow up meetings. I attend training

courses run by LSCB which are directly run for my service area. I am always involved with everything and really feel that I am part of the team here.

**What positive impacts has your apprenticeship had on you personally?**

I now have a better idea of what I might like to do in the future. I feel more independent as I now have my own money and can pay for more leisure activities. My confidence has grown as I am meeting different people on a daily basis.

**What's in store for your future self?**

After my apprenticeship I would like to gain a job in a similar role. I would like to progress onto the Level 3 Advanced Diploma in Business and Administration. I will apply internally with Middlesbrough Council for any suitable vacancies.

**What would you say to anyone thinking about applying for an apprenticeship at Middlesbrough Council/ Middlesbrough Community Learning?**

I feel that Work Based Learning via an Apprenticeship works for me as I am gaining valuable experience in my role which will help me in applying for jobs and other qualifications to go onto my CV.