

Widening Participation and Inclusion Administration Apprentice – Case Study



After leaving sixth form with three A Levels and a university offer I started to realise that I was only following this path of education because everyone I knew was. No one had told me about the other options that were out there for me to consider after leaving school. Being a practical learner I found learning new skills and taking in information easier if I was actually doing the work instead of sitting in a lecture theatre being talked at for an hour. After deciding that university wasn't the option for me I started to look at the different career paths that were on offer to people my age. Whilst searching the internet and panicking that I had made the wrong decision after seeing what my friends were doing at university, I continued with my

weekend job at UHNM picking up extra shifts in the week to keep myself busy.

Finally after seeing a government advert on the TV about apprenticeships I started to look at the different roles that were being offered in my local area. Settling on a business administration course was an easy decision for me to make as it suited my skills and what my ideals for a job were.

After filling in a short application form, an assessment with my local college and an interview with my potential employer I was ready to start my first day of 9-5 work, four weeks after seeing the TV advert. I am currently working as the Widening Participation and Inclusion apprentice for the Trust and am overwhelmed by the opportunities given to me to progress further within my role. I run the administration for the Trust's work experience programme, attend meetings that have opened my views up to the wide range roles that the NHS employs and provide support to the training team, Widening Participation lead and the Inclusion lead. Getting to attend the careers events and talk to the students who are having the same thoughts that I was having less than five years ago reaffirms that I have made the right decisions for my career.

My course consists of a normal working week, Monday to Friday, 9-5, where I collect evidence of the work that I am completing to contribute to my NVQ. One day a week for four weeks I visit another department within the trust, learning about what services that team provides and contribute to work that they have ongoing. The days I spend in other teams are valuable to my growth as an apprentice as not only am I able to gain a wider range of evidence for my portfolio but the skills that I learn can be transferred to my role in the training team. Once a month my college assessor will visit me at my work base to read through my evidence, sign off any completed units and to help me cross reference my work.

When thinking about the job I wanted, as a student I would never have thought about all of the amazing opportunities that the NHS could offer. Being able to see the 'behind the scenes' of an organisation has given me an insight to how the teams you don't see on the wards directly impact the care that is given.

This experience has changed me in so many ways. I am more confident than I was six months ago and I am now starting to feel like what I am doing is making an impact on the team that I am working in. My goal for the future is to gain full time employment within the trust. I am enjoying learning new skills in a work environment and hope to continue this within my time left in my role.