

Enterprise

maintaining the infrastructure of the UK

A Day in the Life of an Apprentice: Daniel Armstrong

Background

Name:

Daniel Armstrong

Job Title:

Apprentice HR Administrator

Year Joined:

2006

When I arrive at Enterprise at 9 o'clock in the morning I go up to my desk in the East Wing and start my tasks that I have planned the day before simply by jotting notes down to help me carry out jobs.

On a day to day basis, my role involves typing offer letters and contracts for new starters, logging employee absences onto our system and filing away confidential documents. I also do more practical jobs such as signing for and collecting deliveries for our department. On occasion, I have also been loaned out to other areas of the company for example I went to work with the Company Secretary to photocopy and collate some important contracts and deeds. This enables me to develop my skills and also become familiar with how the other departments within the company operate.

Since joining the apprenticeship scheme at Enterprise, I have found that my communication skills and confidence have improved and feel that this is probably because my role involves liaising with managers and employees on a daily basis.

As well as the duties within my role, I also have to commit some of my time to my NVQ work. I am currently working towards an NVQ level 2 qualification in Business Administration and once a month I see my NVQ assessor who sets me a variety of tasks to do, which range from studying topics such as Health & Safety to gathering evidence of the work that I carry out.

On the social side of things (which is just as important as the work!), when I started with Enterprise, an induction day was organised for all of the apprentices based at this office as part of the scheme.

This involved us learning more about the apprenticeship scheme and gave us an idea of what to expect throughout our apprenticeship and it also gave all the apprentices the chance to meet and get to know each other as we participated in team building activities throughout the day.



I often spend my breaks and lunch time with some of the apprentices that I met on the induction day and see some of them at the weekend too.

I enjoy my role on the apprenticeship scheme at Enterprise and think that it is a great opportunity for me to develop my skills and gain qualifications whilst earning a wage so I can go out at the weekend!

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