

Apprenticeships Case Study

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What prompted you to become an apprentice/apply for your apprenticeship?

I chose to become an apprentice in order to get the training and experience necessary to work in an office and pursue a public sector career.

Tell us about your role, what does a typical day look like?

My role consists mainly of keeping track of, updating and occasionally erasing information held on Trust systems particularly Ulysses. I've also started typing up the agenda for the weekly meetings of SIRP and writing mock minutes of those meetings. Sometimes I'm tasked with emailing members of staff to make enquiries and/or requests that aid in the former tasks or in my colleagues' duties. In addition, I start each day at work by checking the teams' inboxes and the risk register.

What is the best thing about your apprenticeship?

The best thing about my apprenticeship is that I'm training for a career in the public sector (which I've always wanted to do) and helping provide an essential service to my community and country. I've always believed in giving back to the community and playing an active part in the affairs of the nation rather than being a bystander.

What would you say to others thinking about an apprenticeship?

I would definitely recommend it for anyone looking to make a career in their chosen field because it provides the necessary training and experience in fields that require them such as administration.