

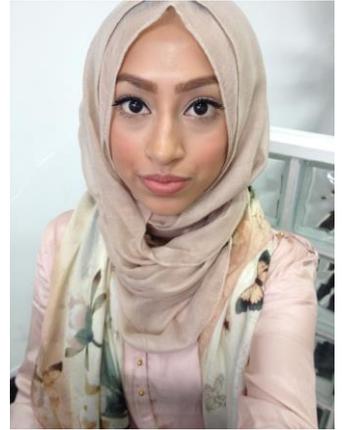
CASE STUDY: Through the eyes of an Apprentice

Ferdus Ahmed, London

BACKGROUND

Hi, my name is Ferdus, I'm 18 years old and I live in London. I am a Business Administration Apprentice based at the ZFA Group. I applied to become an Apprentice because I've always been interested working in an office environment. I went on a two week work trial when I was at school for my local GP service working as part of the administration team and loved it.

"I wanted to do an Apprenticeship to get first-hand experience... enabling me to make this a full time career"



SO CAN YOU EXPLAIN THE APPLICANT PROCESS?

After filling in the application forms I was invited to attend an assessment day where I completed my initial assessments in English and Maths to identify what level I was working at. Some of the questions were easy but a couple of them you really have to think about. After the tests we did a group activity where I had to be part of a team to produce a presentation about the key skills needed to succeed in this business sector. Luckily I was shortlisted for an interview with the employer which I was really pleased to hear.

HOW DID YOU PREPARE FOR YOUR INTERVIEW? WHAT DID YOU THINK WHEN YOU FIRST ARRIVED?

Before my interview I attended an Ixion interview preparation day with the Apprenticeship Case Manager. We practiced common interview questions and I also received advice on how to carry myself in an interview situation. This helped me a lot as it gave me the confidence to go to my interview well prepared. During my interview they asked me questions like why I wanted to become an Apprentice and why I had chosen this Apprenticeship in particular. I was really nervous at the time but felt confident with my given answers.

"I had a good feeling about the interview. Later that day I received the good news, I got the job"

WHAT DID YOU THINK WHEN YOU FIRST ARRIVED?

When I first arrived I was really impressed with the size of the office. I was surprised to find that everything was state of the art and there were lots of high tech computers that I could use. When I first started I got shown around the office and introduced to my new colleagues. During my first few weeks on the job I was shadowing one of the admin team learning the ropes and getting some great advice. I was quite surprised how busy the office could get but was still keen on getting started with my own caseload of admin work.

WHAT ADVICE WOULD YOU GIVE SOMEONE WHO IS THINKING ON APPLYING TO BECOME AN APPRENTICE?

Go for it. Make sure you do your research before you apply to help ensure that you are best prepared for your interview.

IS THERE ANYTHING THAT HAS SURPRISED YOU ABOUT YOUR APPRENTICESHIP?

I was surprised by how much support I could get from both my line manager and colleagues, everyone is really understanding and patient. I was worried that I wouldn't hear much from the learning provider but they have been great. My case manager checks up on me on a regular basis to see if there are any problems and if I do I make sure I can inform him.

"I really enjoy doing my Business Administration Apprenticeship and would recommend becoming an Apprentice any day!"