



Skills, Employment, Innovation &
Enterprise in a Changing World

TUESDAY 8TH FEBRUARY 2012

APPRENTICESHIP WEEK 2012

A day in the life of....



Name: Sue Hook
Role: Head of Skills Partnership
Company: Ixion Holdings

"As Head of Skills Partnership at Ixion, I handle a multi million pound budget and over 800 learners on a range of Apprenticeships. My day is hugely varied, supporting sub contractors, talking to employers about Apprenticeships, bidding for funding, supporting the data collection and audit required for The Skills Funding Agency (SFA) ."

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Name: Pat Bastille
Role: Assessor
Company: Ixion Holdings

"Today I am assessing and verifying apprentices under the new Government Scheme. I successfully completed eight in the first year and they were great. All of them really wanted to achieve their qualification and worked hard to get there. At least three of these that I know of have gone on to secure full time posts with the promise of a bright career in the future."

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Name: Russell Pursey
Role: Apprentice Trainee Resourcer
Company: Ixion Holdings

"In my role as a 'Trainee Resourcer' I am responsible for matching customers to job vacancies. This involves sieving through CV's and ensuring that appropriate customers are being put forward. Once I find the perfect customer for the role I am then responsible for contacting them and ensuring they know all the details of the position."

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Name: Rosie Marle
Role: Apprentice Customer Services
Company: Ixion Holdings

"In addition to normal office duties such as filing, completing spread sheets and loading information onto the computer systems, Rosie is getting actively involved in actually helping the customers of the company get back into employment, it has also given Rosie her greatest achievement and she is most proud of helping one of her customers find himself a job."

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Name: Stuart Mansfield
Role: Marketing Executive/Web Developer (Former Apprentice)
Company: Ixion Holdings

"My job is very varied; I update the company's website, do any graphic design work, respond to any email requests, and help with day to day IT issues. I take part in larger projects where I'm asked to use my skills to better present documents, design logos and create online media. I carry out email marketing campaigns which use my skills from my Apprenticeship. Having such a range of skills now I can help out with almost any computer based task."

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nationalgrid

Name: Luke Hollis
Role: Mechanical Maintenance (Former Apprentice)
Company: National Grid

"During the training I often had to stay in hotels for weeks at a time with other apprentices. This was an excellent experience meeting many new people whilst learning and earning money too. I thoroughly enjoyed my time as an apprentice, the mixture of practical and theory kept everything new and exciting. I can truly say that I have learnt a huge amount, not just to do with engineering but with personal development, communication skills and so much more."

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