

Poppy Nicholson

Business Administrator Apprentice



Were you always interested in a career in administration and why did you choose to do an apprenticeship?

Yes and no. I was interested in office work as I had enjoyed being in an office when I did work experience and liked doing the administration tasks but I never thought I would end up going into HR. However when I saw this apprenticeship I really liked the wide range of areas it covered and it felt perfect for me for where I was at that point in time. I chose to do an apprenticeship as I felt it was much more beneficial for me than going to University. I have always found it easier to learn while doing a job so for me it was the perfect option to continue my education.

What would you say to anyone considering applying for an apprenticeship?

I would say do it!! They're so fun and I've really enjoyed my time doing one. It's a great opportunity to enter the workplace and improve many key skills (like organisation) and constantly learn new things that you wouldn't learn at school through both the workplace and college.

What are the top three benefits you have experienced thanks to your apprenticeship?

- ★ One benefit was being able to learn on the job.
- ★ Another benefit was meeting people and getting experience both working in an office and working from home.
- ★ Third benefit was learning about all different areas of an office and the different roles people do as well as getting experience in areas like Finance, HR and Education.

How have you juggled your learning and work effectively?

I have juggled my work and learning effectively by trying to book out time where possible. This was a learning experience as at the beginning of my apprenticeship I struggled with timings however I have now become more confident in booking out time and letting people know I wouldn't be available in order to complete key pieces of work for my apprenticeship.