



# Oxfordshire County Council Apprenticeships

## Husna Hussain, Business Administration Apprentice

After college, I started looking for a job but it was almost impossible for me to get one without couple of years' experience. I decided to apply for an apprenticeship because it provides you with the work experience required and the relevant qualifications to increase your chances of securing a permanent position. The fact that you can "earn as you learn" also really appealed me.

I found out about the apprenticeship scheme on the council's website. Oxfordshire County Council is my local authority and offered the business apprenticeship I wanted to do with the opportunity to work towards widely recognised qualifications. Furthermore, they provide good personal development and career development within the organisation.

Initially I started with an NVQ level 2 Business & Administration, and worked as an Administrative Officer / Receptionist in Children's Social Care Services. During my apprenticeship, I received a 'Highly Commended Apprentice of the year Award' which made me, my family and my manager very proud.

After completing Level 2, I was offered the chance to do a NVQ Level 3 Apprenticeship. That was also a one year course which I completed in October 2015. During this year, I received another award for my positive attitude and hardwork.

Having completed my apprenticeship, I received a job offer at my work place and am currently working for the council as a full-time Administrative Officer / Receptionist.



My job requires: good communication skills; a friendly attitude and helpful nature; organisation and excellent time management skills; the ability to work well as part of a team; computer literacy and good typing skills; a good level of English spelling and grammar; and accuracy and attention to detail.

My main duties are: accepting and declining room bookings; meeting and greeting visitors; answering calls to the reception and sending messages; dealing with emails and letters; sorting and franking post; stock check for the stationery and ordering stationery, etc.

I am an ambitious person and really enjoy learning so I have now applied for a university course to do a Foundation Degree in Business.

My overall experience of being an apprentice at Oxfordshire County Council has been brilliant. My manager and my NVQ Assessor have been truly amazing, supporting me and highlighting my strengths and weaknesses. I feel very lucky to have this opportunity.

I highly recommend people who are considering an apprenticeship to do it! It's a great opportunity to earn while you learn and it will boost your confidence by providing you with practical experience, qualifications and training.