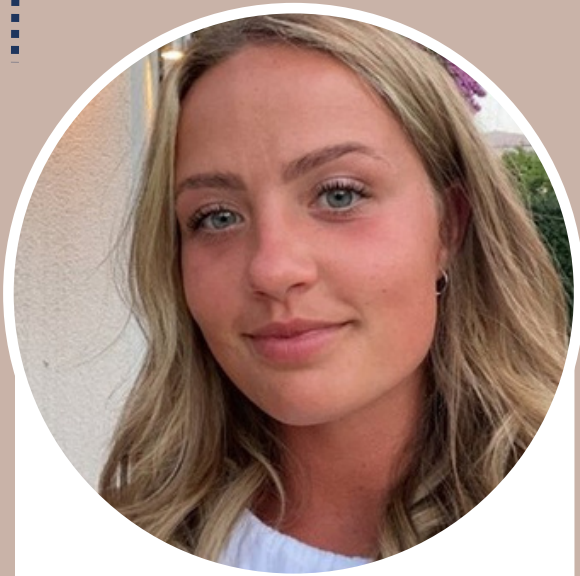


# THE APPRENTICE EXPERIENCE

*People and Organisational Development*



## Millie Tottle

Apprentice

2020-2021

Studied Business  
Administration Level 2  
(ACT Training)

"I started my apprenticeship journey in April 2021. The apprenticeship I completed was a Level 2 Diploma in Business Administration. My personal preference to learning is more of a hands-on approach, which is why I loved the blend of practical work as well as meeting with my tutor once a month to go through the theory of my apprenticeship.

I gained a great amount of experience in such a short time and really developed my interpersonal and time management skills. Through completing my apprenticeship it equipped me with the relevant knowledge and skills to apply for a vacancy in the People and OD department, which I was successful in gaining.

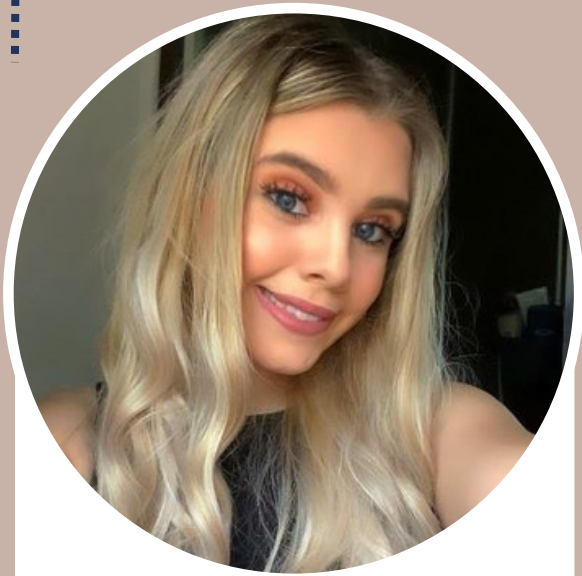
I am really looking forward to what the future holds for my career in the People and OD department. I would urge anyone who is considering the apprenticeship route to take the opportunity with both hands!"



Partneriaeth  
Cydwasaetha  
Shared Services  
Partnership

# THE APPRENTICE EXPERIENCE

*People and Organisational Development*



**Ellie Morgan**

Apprentice

2019-2020

**Studied Business  
Administration Level 2  
(ACT Training)**

"I was super excited to start my apprenticeship as I felt it would be an invaluable experience to gain a recognised qualification whilst also working full time in HR. My duties and responsibilities included minute taking at meetings, ensuring accurate action notes were circulated to colleagues, course administration, organising and maintaining filing systems, coordinating training evaluations and managing apprenticeship training records.

Throughout my apprenticeship, I developed a range of different skills which have helped me enormously to develop my HR career. These include communication, social, organisation and time management skills. The NVQ element of the programme consisted of assignments to meet worked-based units and working full-time as an apprentice for the People and OD Team. I met every 4 weeks with my NVQ assessor to discuss progress and provide evidence to meet the module's criteria. I was fully supported by my colleagues within the People and OD team who were always available to help if I was unsure of anything.

After completing my apprenticeship in 2020, I gained a permanent position within the Single Lead Employer Team.

In 2022, I was successfully appointed as an Associate People & OD Business Partner, supporting and coaching line managers with employee relations, sickness absence and recruitment. I really enjoy my job and have such a supportive team around me. I hope to stay with NWSSP for a long time and expand my skills in the different areas of HR."