**Apprentice Talent Profiles**

***Where could your talent take you?***

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| ***Name:*** | ***Grace Thompson*** | ***Photo*** |
| ***Job:*** | *Business Support Assistant* |
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| ***Details/date:*** | *27th February 2019* |

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| ***Where are you based?*** | *Beech House, Lincoln* |
| ***Tell us a bit about your current role*** | *My role within the Education and Workforce Development team is a Business Support Assistant. Within this job role I help to administrate all of the different types of training that LCHS has to offer. I organise the induction training process that all new staff members have to complete as well and ensuring that all staff members complete the mandatory training that they need to complete. A long side the induction process I also complete the administration for the Care Certificate award which I keep track of the learners progress of this award. After I completed my apprenticeship I became a qualified assessor which has enabled me to gain the role as a bank assessor in which I assess learners that are completing a Business Administration apprenticeship. Within this role I support, engage and teach my learners all about the different aspects of Business Administration and ensure that my leaners reach their full potential. I am also an assessor for Basic Life Support, I assess individuals competency at performing Cardiac pulmonary resuscitation on a Preston Pete mannequin.* |
| ***How long have you been with the Trust?*** | *1 year and 5 months* |
| ***Looking at your own training and development, could you tell us more about the early stages of your career?*** | *Within the first few months of my apprenticeship I received a lot of help and guidance from my line manager and other members of my team to help me understand the tasks that I needed to complete. Also, within the early stages of my apprenticeship I completed some added value learning such as First aid at work training and Health and Safety level 3 training. This has let me gain knowledge on subjects that I would not normally be exposed to.* |
| ***Are you currently undertaking any study?*** | *I am currently growing my experience as an assessor.* |
| ***Has the apprenticeship help support you on your pathway?*** | *This apprenticeship has opened lots of doors for me and has given me opportunities that I never knew about. It has developed my administration skills and my assessor skills which will support me in the future. My apprenticeship has also allowed me to shadow other teams that I wouldn’t normally get the opportunity to do.* |
| ***The apprenticeship programme offers blended learning, consisting of on and off-the-job training. This enables the learner to understand and apply their learning within the context of their day to day role.***  ***How does the process work for you?*** | *This process worked well for me because it has not only increased my confidence in my own job role but has also let me had opportunities that I would not have normally been exposed to. For example completing first aid at work training has helped me when assessing learners completing CPR. Due to myself needing to complete the IT functional skill I have been able to apply the knowledge I learnt for that award to my job role and it has helped me massively. I also attended workshops for my Learning and Development award which has helped me understand how to assess learners and gave me the opportunity to speak to other trainee assessors to enable us to help each other with the theory part of the award.* |
| ***Talent Academy:***  *Government reforms brought in over the last 3 years have transformed the whole apprenticeship offer. The biggest change being the inclusion of degree and professional qualifications. As a result, the apprenticeship programme can now support individuals with their own career progression, offering development and qualifications from Level 2 through to a Masters.* | |
| ***In view of the reforms and new opportunities, would you consider an apprenticeship for your ongoing professional development?*** | *I would definitely consider another apprenticeship in the future. I think that it is great idea that the apprenticeship scheme supports people at all levels of their professional development from a get in apprentice to completing a master degree.* |