

My main role involves providing administration support to colleagues. I book meeting rooms, take and write up minutes and manage people's diaries. I also carry out other office duties including answering the telephone, filing, faxing, photocopying and inputting data. I enjoy my job as I am given the opportunity to improve my skills and prove my abilities all of the time. I can also be creative with the tasks given to me.

I was attracted to the apprenticeship as it was a way to get back into working life after having my daughter. I always wanted to return to work as if I have ambition I can pass this onto my daughter. I did not want her to say to me in later life what have you done? I want to be a good role model and thought this apprenticeship would give me experience and confidence. It was hard to leave my daughter at first but I get plenty of quality time to spend with her on evenings and weekends so I don't think I miss out on anything by working.

To be honest my education wasn't all that good. I dropped out of a college course and did not do too well in my GCSE's; but I always wanted to work. I got a number of temporary jobs with the support of friends and family and this helped me gain experience. I then went to work in a call centre for a few months, before starting an NVQ 1 in Beauty Therapy. I finished the course the day before I gave birth.

I am determined to get the most out of this opportunity and as well as my NVQ 2 I have also completed a number of other courses in things like safeguarding and minute taking. This will make me more employable and give me something to talk about in my future job applications and interviews.

I would like to become a social worker one day as helping vulnerable children is a subject close to my heart. The apprenticeship will help me achieve this as it will give me both experience and a recognised qualification. It has also given me more drive, ambition, confidence and belief to work my way up to where I want to be.