

As an apprentice administrator in the Legal Department my main responsibility is to make sure the department has all the necessary paperwork needed to process each case. I am also involved in a range of other administration duties including, filing, faxing, photocopying, sorting the post and answering the telephone.

I left school at 16 with 8 GCSE's grades A-D. From here I went straight into work although this was only part time. Having a good level of Maths & English helped me get this job as there was a time limit to complete the entry test and if you are not very strong in these areas then you could struggle. I also have a good knowledge of ICT.

When I was at school I helped organise school trips and this has been something that has helped in my job as I have to organise meetings for the directors.

I applied for the position as it was office based and involved working with computers. Since starting my apprenticeship I have successfully completed my NVQ 2 in Business Administration and I am now looking to do level 3. Being allowed work time to do achieve this helped greatly.

In the future I would like continue to work as an administrator within legal services as I enjoy office work and find this area interesting. My apprenticeship will help as I now have a better understanding of working in an office environment and the systems that are used. I have also gained confidence. However, I think it is important to attend other training course and continue gaining qualifications such as my NVQ level 3 to increase my chances.