



Case Study – Daniel Everitt

Having been made redundant just three months into my first job after leaving college I was looking for an opportunity to get back into the working environment.

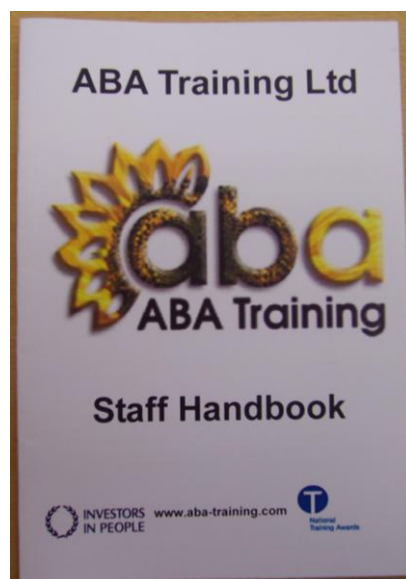
Such an opportunity arose when talking to a family friend. I was made aware of ABA Training and the potential for completing a training course.

Initially I was unsure about contacting ABA Training as I wanted to get back into doing a full time job rather than a course to gain further qualifications to the ones that I had gained through school and college.

However the reality of the situation was that with the current economic situation there was not many jobs available and I thought I would make myself more employable in the future if I could gain further qualifications so I decided to contact the company.

After a telephone conversation with company Director Bill Shirley I was invited into the Sudbury office for a meeting to discuss the possibility of completing a three week training course in business administration within the companies office at Sudbury which was to be funded under the governments “Response to Redundancy” (R2R) programme.

Bill gave me a specific project to work on for the three weeks which was to produce a staff handbook. The project involved me conducting research for content and typing the handbook in Microsoft Publisher. During the three weeks I was given some additional training by one of the ABA tutors in time management and planning. This training has helped me utilise my time better by prioritising and planning tasks. At the end of the three weeks I had to do a presentation to the staff at ABA about my staff handbook project and this improved my public speaking and also increased my confidence.



The cover of the ABA staff handbook.



After completing the three week course I was contacted by Bill and a meeting was arranged at the office to discuss the possibility of completing a Level two apprenticeship in business administration through Braintree College. The training would be carried out on the job at ABA and the college would come into the workplace and do the assessing.

After a successful meeting I began my nine month apprenticeship working for ABA Training. During the apprenticeship programme I carried out a wide range of tasks that enabled me to put together a portfolio of evidence in order to gain my NVQ level two in business administration. I also passed the multiple choice technical certificate exam. These two made up the apprenticeship framework and I was awarded my certificates from my assessor over tea and cake. Throughout the programme I was supported by all my work colleagues and by my assessor from Braintree College.



Daniel receiving his certificates from company director Bill Shirley.

After completing the level two apprenticeship at ABA Training I was offered the opportunity to stay at ABA Training for a further nine months to complete the level three apprenticeship with the company. I am currently still working on completing my level three apprenticeship with ABA Training.

I am due to complete my level three apprenticeship in March. Whilst working as an apprentice within the company I have gained lots of confidence from being in the working environment which was lost after being made redundant just three months into my first job. I have also gained new work related skills as well as improving my existing skills in communication and teamwork. Despite being a month away from completing my apprenticeship I have been given the opportunity by the company Directors to stay at ABA Training and become a full time employee. I was delighted to accept the opportunity as I have really enjoyed my time spent working as an apprentice within the company. Once I become a full time employee part of my role will be to guide the company's next apprentice through the process whilst also working as part of a team recruiting apprentices to work within other companies'.