

# Apprenticeship Ambassador: My story..

**Name:** James Green

**Job title:** Inventory Control and New Projects Apprentice

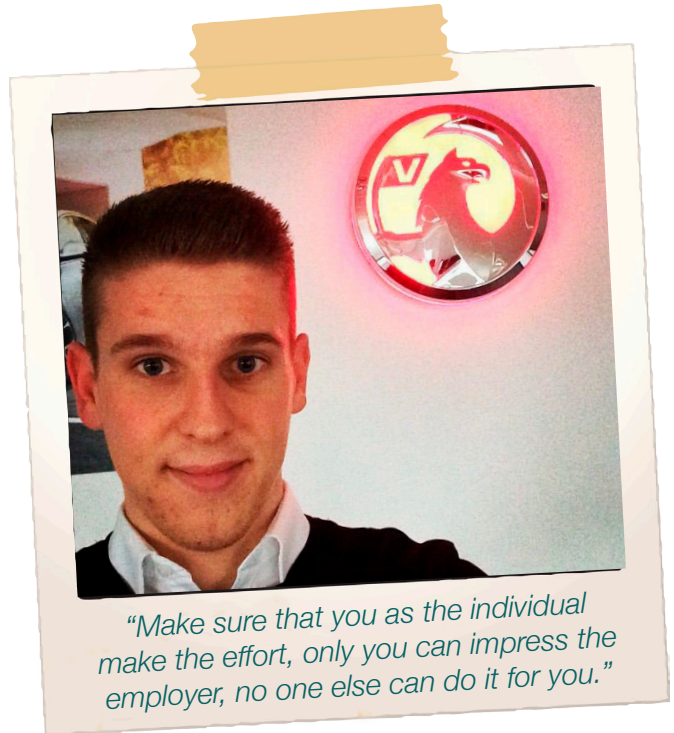
James is currently undertaking an Advanced Apprenticeship in Business Administration with Vauxhall. This is his story.

## My Story

I finished my A Levels at school and went into an IT Apprenticeship with a company in Leighton Buzzard. I spent almost a year with them but I was mainly administration based. I started researching other Apprenticeships and saw the Vauxhall opportunity advertised. The more I read up on it, the more interested I became. The Vauxhall Apprenticeship is a 4 year programme so I knew it would be a great way to get my career started.

A typical day for me is to start at 7:30 in the morning. Depending on my workload I will have daily, weekly and monthly tasks. On a daily basis I create reports so people in the office can access vital information easily. I also check sub-containers which involves rearranging parts that have accidentally been put in the wrong place. I also run WSS checks, which ensures that all parts have a cost attached to them.

On a weekly basis I have to update a spreadsheet that records parts that have been processed and sent to dealerships and customers. I also produce Business Plan Development boards which show how well each team are performing and if they are hitting their targets set by management.



If you are thinking about an Apprenticeship, make sure you do your research. Don't just apply for the first thing you see, that's the mistake I made. I should have done more research into different companies and really found out about the opportunities that are out there. Don't rush into accepting the first Apprenticeship you're offered, take time to choose the right job for you. Speak to your family and friends, they will be able to give you advice.

You should prepare well for the recruitment process, it's competitive and you have to prove that you are passionate about the role and the company. I knew that I was going to be assessed on my maths skills so I looked on the internet and researched maths questions. I hadn't been at school for a while, but because I'd given myself a refresher I felt really confident.

Make sure that you as the individual make the effort, only you can impress the employer, no one else can do it for you.