

### **Ashleigh Scales**

Ashleigh was a pupil at Temple Moor Science College and attended the Young Apprenticeship Programme delivered by Leeds City Council, Jobs & Skills Service, in partnership with the Leeds Young Apprenticeship Partnership. She chose to study Business & Administration alongside attending school for her core curriculum subjects.

Ashleigh quickly and successfully gained a work placement with the Adult Community Learning service then very quickly developed experience in the policies, procedures and practices of Leeds City Council, and also gained a reputation for 'getting the job done in a professional and courteous manner'.

By the end of year 10 Ashleigh gained her Technical Certificate by the end of year 10, in addition to attending her work placement on a weekly basis,. This ensured that she had developed the underpinning knowledge for the tasks she had undertaken in the workplace. When Ashleigh left the YA Programme in May 2008, she was nominated for, and won, the local title of 'Young Apprentice of the Year', receiving her trophy and certificate from the Kaiser Chiefs in Leeds Town Hall.

Then, after completing year 11, Ashleigh opted to attend 6<sup>th</sup> form at Temple Moor Science College as she was unsure which path to take at post-16. She also registered with Work4Leeds, Leeds City Council's Apprenticeship Programme and expressed an interest in Business & Administration.

In February of this year, Ashleigh was invited to attend a recruitment event and application workshop, arranged by Work4Leeds, for a permanent position as an Apprentice Administrative Assistant within Leeds City Council. The event provided support for the recruitment and application process, as well as an interview techniques session to demonstrate techniques in achieving a successful interview outcome. Ashleigh applied for the position and was shortlisted for interview. From a final list of eight candidates, she was offered the post and began her employment at the end of April 2009.

During National Learning at Work Day in May, Ashleigh met with her training provider to provide her evidence of prior attainment, and signed paperwork as part of her induction process and is now progressing well with her employment. She gave us a statement relating to her experiences of

working with Leeds City Council - from being a year 10 pupil through to being employed by the largest employer in the City.

Ashleigh said: "I chose to do Business & Administration whilst in school, because I enjoyed studying Business. On the Young Apprenticeship Programme, I thoroughly enjoyed my work placement. It gave me an insight into the policies and procedures of the Council and helped me to develop my knowledge. Due to being on the Young Apprenticeship Programme, I was able to register for the post-16 new employer-led Apprenticeship Programme, where I have received a huge amount of support in gaining employment with Leeds City Council as an Apprentice Administrative Assistant."

Karen Whittingham

JOBS & SKILLS