



If you're looking to progress in your career here are some areas to explore with your employer or apprentice trainer

### Further Training

- Leadership & Management apprenticeships
- Quality and Improvement apprenticeships
- Industry-related Professional Qualifications e.g. AAT, CIPD, ChBA
- Cross-industry training e.g. First Aid, Fire Marshal, Mental Health Support

### Potential Roles

HR & Recruitment, Finance, Marketing, Customer Services, Procurement, Business Improvement, Marketing, Office manager, Business Development/Sales

### Skills you have gained

- IT Skills
- Decision Making
- Interpersonal Skills
- Communications
- Planning Organisation
- Project Management
- Positive Attitude
- Teamwork
- Self-management
- Willingness to Learn
- Thinking skills
- Resilience
- Time Management
- Respect



### Ashleigh-Ann - Valentine Clays

Ashleigh-Ann joined Valentine Clays as a Business Administrator Apprentice. As she progressed through her course, the supportive culture at Valentine Clays helped develop her design skills and also get involved in the marketing side of the business.

It's safe to say that her portfolio and project presentation were some of the best-designed examples we've seen. Valentine Clays were impressed with Ashleigh-Ann's development & commitment and are now supporting her to achieve a degree in Marketing.

### Get More Information

- Speak to your trainer
- Speak to your employer or mentor
- Visit [Institute for Apprenticeships](https://www.institute-for-apprenticeships.org.uk)
- Discuss in your next appraisal

### Industry Bodies



### NATIONAL CAREERS SERVICE

Get even more advice and guidance, complete a skills survey and discover alternative career options at [nationalcareers.service.gov.uk](https://nationalcareers.service.gov.uk)