

Louise Clubley



Joined the Business Administration

Apprenticeship scheme in June 1991 and was placed at Reeds Rains Estate Agents, as an Administration Assistant.

Whilst with Reeds Rains I became employed as an Administrator/Sales Negotiator and completed my Administration NVQ level 2. Unfortunately I was made redundant and returned to the ITeC in November 1992. I successfully completed my RSA Wordprocessing level 2, before gaining employment at the Guildhall as a Wordprocessor/Typist. I stayed in this position for 10 years moving around various departments and locations in the Council.

I was employed at the ITeC in January 2002 as Receptionist. My role includes greeting all visitors to the centre, answering calls through the switchboard, dealing with time sheets, raising and paying invoices and I am responsible for the day to day accounts. I am currently working towards my Administration NVQ level 3.

"I enjoyed my time at the ITeC on the Apprenticeship Scheme and had always hoped to come back as a member of staff. Now I have."

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