

Lee Stanford



**Started with the ITeC in July 2001
on an Administration Apprenticeship
and progressed on to an Advanced
Administration Apprenticeship in October
2002.**

I started on an Administration Apprenticeship with the Hull ITeC straight from leaving school. Initially I took part in a four week induction programme, learning basic workplace skills and mixing with other young people like myself. Following on from this I went out on placement to the Payments section of the City Treasury, gaining new skills whilst, at the same time, working towards the achievement of an NVQ Level 2 in Administration. As I was nearing completion of this, I was offered employment by the Council in July 2002.

On completion of my Administration Apprenticeship I choose to continue with the ITeC on their Level 3 programme. Since this time, I have moved to the Council's Stockholm Road Depot where I deal with Finance and Training within the Building Services section. For the Advanced Administration Apprenticeship I completed the Administration NVQ Level 3, Key Skills in Communication at Level 2, Information Technology at Level 3, Application of Number at Level 2, Working with Others at Level 3, Improving Own Learning at Level 3 and a Health & Safety Certificate.

The completion of my Administration NVQ Level 3 gave me a sense of real satisfaction. It was a qualification I had achieved which was based upon my abilities in the workplace. Each day I learn new skills and meet new people doing a job I enjoy.

My current role of Finance Assistant involves inputting invoices, raising orders and organising internal training (booking courses, buffets, expenses etc.)

Lee Stanford
Finance Assistant
Building Services Section
Hull City Council
Stockholm Road
Sutton Fields Industrial Estate
Hull