

## Nick Biggs



**Started with Hull ITeC in 1998 and  
successfully completed the NVO Business  
Administration course at Level 2 and 3.**

Following the foundation period I went on a temporary placement to Castle Hill hospital for 1 month, this gave me the basic knowledge of administration I needed to gain a placement with the ETF (Environment Task Force) team in Hull City Council. After a placement period of 6 months I was employed.

After a year with the ETF team I was asked to move across to HLLI (Hull Local Labour Initiative) based on Hedon Road. I worked on the reception at LLITE, which is the training arm of the organisation. My duties included looking after the reception area, dealing with learners, travel enquiries and general administration.

I am now based at the Hedon Road site. My role is Recruitment and Marketing Officer and my duties include interviewing learners to ensure they are guided onto the appropriate course. I run inductions and generally deal with the learners on a day to day basis.

Since achieving my NVQ qualification I have continued to study and have recently completed an Adult Learner Support Certificate which has aided my understanding of Basic Skills. I am also working towards an IOSH qualification which follows on from the basic Health and Safety course I have already done.

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