



 Class of 2020

**EAST OF ENGLAND
APPRENTICESHIPS**

JOB ROLE

HR Administrator

COMPANY

RES

COMPANY SIZE

251 - 1000 employees

APPRENTICESHIP

HR Support Level 3



■ **INTRODUCING
LAUREN SAUNDERS**

A year after starting her career with RES in an admin position, Lauren moved into the HR team, supporting two advisers. She had always wanted to complete a CIPD qualification, so when the opportunity arose to do a Level 3 apprenticeship programme, she agreed to go ahead. With an apprenticeship levy available, RES agreed to support Lauren with this development path.

■ **GETTING STARTED WITH
THE PROGRAMME**

One day a month, Lauren attended workshops on a range of topics including recruitment, employee relations and performance and reward management. Her tutor was really supportive throughout, and gave great guidance on the best way to “attack ” the programme. Lauren went on to say that being part of a classroom environment was a great learning experience for her, and one of the most enjoyable parts of the programme. People were able to bounce ideas off on one another and discuss their individual assignments in more detail, creating a helpful network of contacts.



In terms of skill development, Laurens problem solving ability had definitely improved, and she also gained more knowledge around legislation.

Although she is relatively new to HR in comparison to her colleagues, she feels she now has the tools to deal with a wide range of people and situations effectively, and being introduced to HR project work.

Cautious that she might struggle to complete assignments in a timely manner alongside her day job, Lauren agreed a weekly slot (on a Wednesday afternoon) to tackle her coursework. With every pass she achieved, she was encouraged to continue on with her development. Achievement of an apprenticeship is reliant on successfully passing an independent end-point assessment. For Lauren, this included an eight-week project with written assignments and a professional discussion which she was supported by her tutor to prepare. They would stage mock interviews to prepare for the professional discussion assessment. With the project, Lauren took a deep dive in to job descriptions and looked to revitalise them for the business. This process helped her learn a lot about new and creative writing techniques, plus a handful of online tools to aid her along the way.

“EVERY PASS I ACHIEVED SPURRED ME ON TO WORK HARDER”





■ TODAY

Lauren found that learning about employment law has encouraged her to continue her personal development, keeping on top of the latest changes in policy. As it stands, she is looking at moving in to a HR advisor position within the business, and exploring opportunities around diversity and inclusion, whilst enjoying the recruitment element of her role. With her eyes set on a Level 5 apprenticeship next, she found the programme extremely beneficial and although slightly challenging to juggle at first - 100% worth committing to for the qualification and experience.

**“IT WAS 100% WORTH
COMMITTING TO FOR THE
QUALIFICATION AND
EXPERIENCE”**

CELEBRATING APPRENTICESHIPS



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