

# Apprentice Case Study



**STEPHANIE COOPER**

LEVEL 3 BUSINESS ADMINISTRATOR AT  
HOWORTH AIR TECHNOLOGY



**“ MY APPRENTICESHIP HAS HELPED ME TO GAIN SO MUCH CONFIDENCE AND LEARN MORE SKILLS! ”**

Before applying to Alliance Learning, I was studying Policing and Criminal Investigation at UCLAN. I wanted to undertake an Apprenticeship because I wanted to gain more hands-on experience and practical skills, which would help me to progress in my career.

There are also other benefits to undertaking an Apprenticeship, such as getting paid to take my course, and gaining a qualification at the same time.

I currently work for Howorth Air Technology who design advanced, clear air engineering solutions, tailored to customer needs by ensuring that we develop people, products and processes. This enables the company to deliver exceptional customer support, achieve sustained profitable growth and productive employment.

Since becoming an Apprentice, I have gained so much confidence and learned more skills with regard to communication and computer skills. I have also managed to gain my Level 3 NVQ in Business Administration.

I have a variety of different roles in my job. I used to primarily collate reports for clients from the works engineers completed on-site. I've now moved over to do more administration tasks such as raising quotes, purchase requisitions, invoices and I correspond with clients regarding works they are needing on-site.

In the future, I'm planning on staying with Howorth Air Technology and progressing in my career. I would also like to do another qualification to support my progression route with the company.

Overall, I have really enjoyed my time at Alliance Learning. They are a great training provider. All the tutors are a credit to the training centre as they are always willing to help when needed. I would definitely recommend doing an Apprenticeship with Alliance Learning if anyone is thinking of doing so!