



# Say hello to Brendan!

## Apprenticeship Profile: Business Administration



### Who's this?

Brendan recently secured a permanent position in organisational development at the University of South Manchester NHS Foundation Trust after completing a level 3 Business and Administration Advanced Apprenticeship within the recruitment department at this trust

### How does it pay?

Brendan earned the national apprenticeship rate until securing a band 3 position within the Trust which has a salary scale of £16,800 - £19,655

### What do they do?

As an apprentice, Brendan's main tasks included co-ordinating and holding identity checks, guiding managers and candidates through the recruitment process, supporting the use of the TRAC recruitment system and attending recruitment events

### What else are they getting out of it?

Within the Apprenticeship framework, as well as completing all aspects of the diploma, Brendan also had to complete a variety of tasks to meet the criteria of his qualification and successfully completed level 2 functional skills in Maths and English

### How are they supported?

Brendan had lots of support from his team whilst completing his apprenticeship as well as having a mentor that was really helpful and being granted one study day a week to enable him to complete his course work which he really enjoyed doing

### What's the best thing about it?

Brendan really appreciates being around great professionals on a daily basis allowing him to grow and develop at an incredible level, during his apprenticeship his highlights were supporting candidates in the recruitment process

### Where are they going from here?

Brendan has already achieved his goal of securing a position within UHSM, he now plans to use the experience gained to date as a sound platform in his future career with the NHS

### Where can I go from here?

This profile has been created by the Greater Manchester NHS Careers & Engagement Hub in partnership with the University Hospital of South Manchester NHS Foundation Trust. If you'd like to find out more about apprenticeship opportunities and working in the NHS then email us: [careers.hub@cmft.nhs.uk](mailto:careers.hub@cmft.nhs.uk) or visit our website [www.cmft.nhs.uk/GMCareersHub](http://www.cmft.nhs.uk/GMCareersHub)

