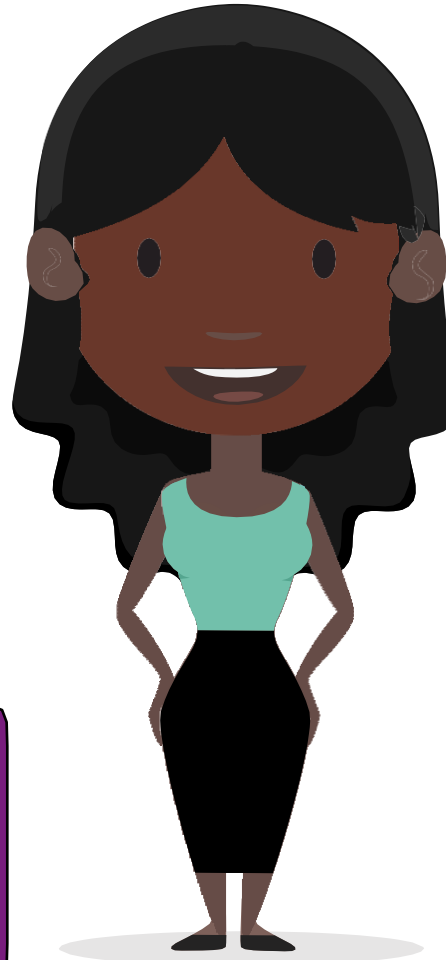


# Apprenticeships

## A day in the life of a Business Administrator in Major Projects



**I will shadow the project team taking on pieces work when I'm ready**

**My hours are flexible and I work around the needs of the programme**

**I will arrange project meetings, booking rooms and sending out invitations**

**With supervision, I will the wider team for updates and record their progress**

**I will take notes at meetings and email out to people when approved**

**I will work with people outside the council on the projects I'm involved with**