

Apprenticeships



Atlanta is in the middle of a one year Level 2 Diploma in Business Administration and is currently based in Document Control.

Atlanta's main duties are to issue documents and drawings both internally and externally, to record and track these documents and to put documents onto our document management system.

She enjoys having the responsibility of issuing documents out at enquiry stage.

"My confidence has improved" says Atlanta, "I've met lots of new people in the business as well as communicating with the clients and contractors through emails and telephone calls." This newfound confidence is great - to work in Document Control you need good organisational skills and you need to be a good communicator as you can speak to clients and contractors alike on a daily basis. It is certainly a career path that Atlanta is interested in as she hopes to continue her work in Document Control after she has completed her course and gained her diploma.

Atlanta chose to do an apprenticeship to get a better understanding of the nature of her course work which helps as she is learning about things she has never experienced before.

Atlanta Doggart

JUGGLING LEARNING AND WORK CAN BE TOUGH BUT ATLANTA SAYS "BY BEING ORGANISED AND DOING THE ASSESSMENTS WHICH HAVE BEEN SET FOR ME AND BY RELATING MY WORK TO MY ASSESSMENTS WHEN POSSIBLE HAS HELPED ME JUGGLE MY LEARNING AND WORK EFFECTIVELY."

**FIND OUT MORE AT [TSP-ENGINEERING.CO.UK/APPRENTICES](https://www.tsp-engineering.co.uk/apprentices)
OR CALL 01900 68000**