

Real-life story - Maurice McHugh

Maurice was a training apprentice under the Apprentice Steps programme, which supports adults with learning disabilities through a work skills programme of accredited learning and work placements.



Maurice McHugh Training administration assistant

Employer or university Luton and Dunstable University Hospital

Salary range Unknown

How I got into the role

My sister works at Luton and Dunstable University Hospital. My mother suggested this job to me so I applied for it. I was so happy to get a place here.

Learning new skills enabled me to get a role as a training administration assistant.

What I do

I prepare induction packs for the monthly corporate induction, send out training booking letters to the relevant departments, find room availability for meetings / training events (on the room booking system) and do general office duties such as laminating and photocopying.

I would like to stay here?and do not see myself moving on.

The best bits and challenges

I am most proud of working and talking with other people. I recently moved to volunteering and now help them every Tuesday at the Voluntary Services department. I fold and send letters for other departments and organise folders for shredding and filing.

I enjoy everything about my role, I wouldn't like to change anything.

Life outside work

I love being a DJ, watching DVDs, going to the day centre, swimming and going to the gym twice a week. They help me to de-stress after work.

Career plans and top tips for others

I would like to stay here and do not see myself moving on. I would like everything to stay the same.??

Good time keeping is important – you need to be able to manage your time and not be late.

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