

Real-life story - Ross Fenwick

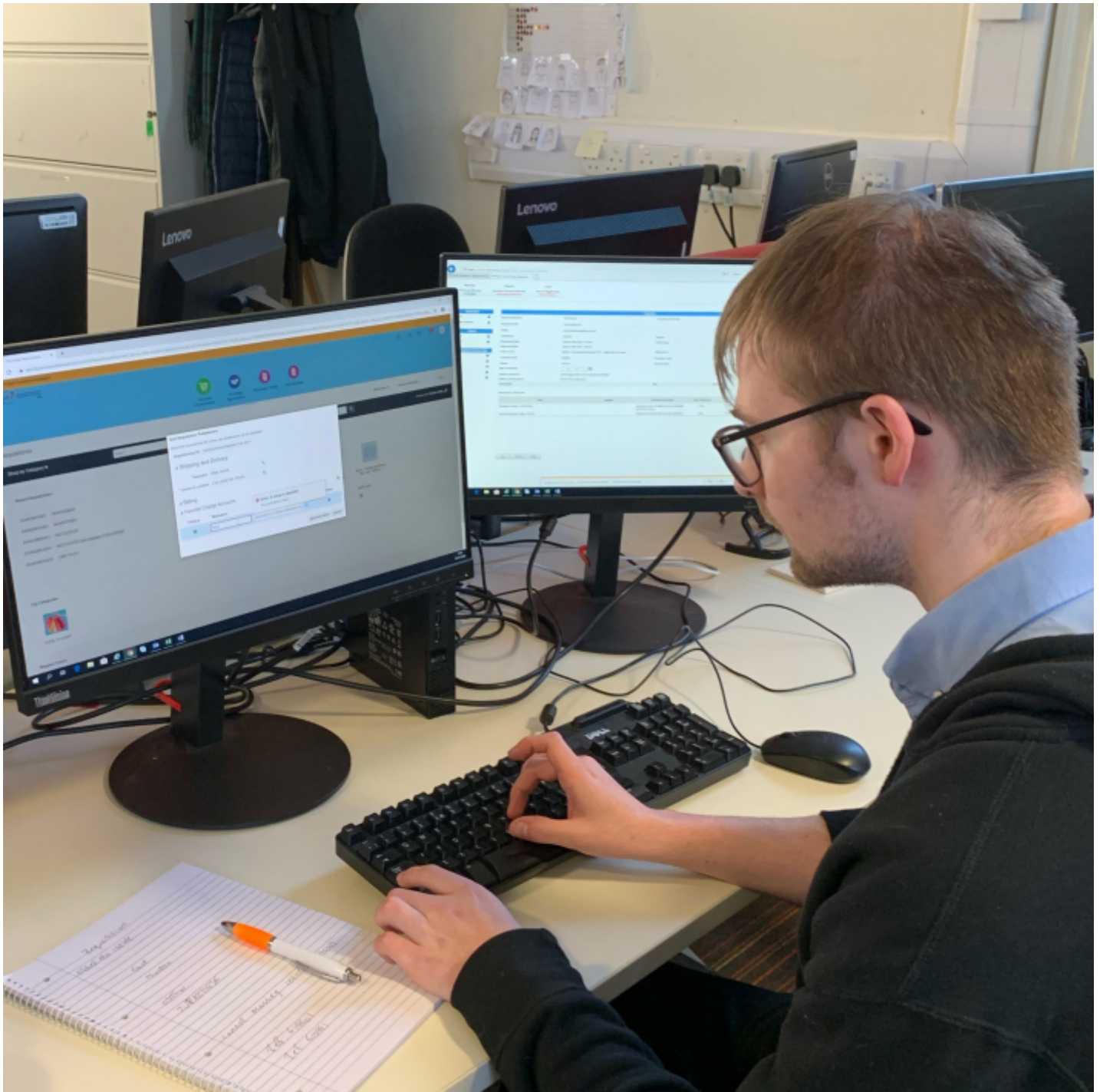
Ross took part in a Project Choice supported internship, which led to an apprenticeship and now he works part-time as a business administration assistant for Project Choice.

Ross Fenwick

Business administration assistant

Employer or university

Health Education England



I would say to those looking to do an apprenticeship, do it because it's worth it!

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**How I got into
the role**

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Taking part in the Project Choice supported internship programme [1] led to me getting my administration assistant apprenticeship at Cumbria, Northumberland, Tyne and Wear NHS (CNTWNHS) Foundation Trust. I was so nervous and didn't know what to expect.

I have very limited direction and found communication very difficult but Project Choice gave me the confidence I needed and self-belief to achieve. It helped me develop my communication skills and encourages me to talk to others at work.

I am still doing my Level 2 apprenticeship with CNTWNHS but it's taken a pause due to Covid-19. At present, I work part-time as a business administration assistant for Project Choice at Health Education England on Mondays and Tuesdays.

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What I do

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I carry out general admin duties such as processing students' application forms and organising the Project Choice database.

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The best bits and challenges

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The best bit about my role is doing something new constantly. I can be working on spreadsheets on one day and application forms the next day.

A challenge when working on the application forms is ensuring that I put the right information in the right column. I will read through everything to make sure there's no

error.

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**Life outside
work**

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collapse**

I have always enjoyed socialising with friends and family. I broadened my social circle from being on Project Choice and doing my apprenticeship. It's important to make sure that I balance my social time and work life by building up good day-to-day routines.

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**Career plans
and top tips for
others**

**Expand /
collapse**

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Source URL:<https://www.healthcareers.nhs.uk/explore-roles/wider-healthcare-team/roles-wider-healthcare-team/administration/clerk/real-life-story-ross-fenwick>

Links

[1] <https://www.hee.nhs.uk/our-work/talent-care-widening-participation/supported-internships-project-choice>