

## Business benefit of employing an Apprentice



How an Apprentice helped Premier Windows...  
“offering an Apprenticeship has, both financially and practically, been a very good business decision”

**Now we have an Apprentice working for us, I've got the time to think and make plans for the business. I'm also focusing on our marketing strategy – something that I've been trying to find enough time to do for months.” Stephen Earle, Manager of Premier Windows.**

**Premier Windows is a small, local company that installs replacement windows and doors. It has been trading successfully since 1999, gaining most of its customers through personal recommendation.**

**It employs around ten people in its South London headquarters, including Amy Cunnion, who is working as an Apprentice in Business Administration.**

### **Keen and hungry**

Manager Stephen Earle, explains: “We hadn't really considered taking on an Apprentice before, but we knew of Amy before we considered employing her. She was young, keen and hungry to get on with her career. She said she wanted to do business administration, and as we became busier, we were increasingly finding that we needed extra support in the office, so we began to look at how we could employ her and give her the training she deserved.”

### **Trial basis**

Premier Windows asked Amy in to work for them on a trial basis, so everyone could decide whether she had what they wanted. In fact, they found that her attitude and approach was so good they decided to offer her work straight away and started looking into a suitable Apprenticeship.

### **Training provider**

“We were in contact with Business Link for London and asked them to help us organise an Apprenticeship,” explains Stephen. “They put us in touch with Quantica, a training provider which set up Amy's training and provides regular assessments and mentoring to help her through the course.”

Amy works full time at Premier Windows, doing course work in the evenings and is currently

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attending Quantica one day a week over a 12-week period. She has now almost completed her first year’s Apprenticeship, and Stephen reports that she’s proved a big success.

### “Focus on developing the business”

“Before, my time was taken up with a lot of the administration that Amy has now taken over,” he says. “This has really given me the time I wanted to focus on developing the business.”

Amy’s efficiency has given the company other benefits too. “She’s using her initiative and not only organising the office, but organising our teams of fitters too. Our customers like her and she’s now an integral part of the business,” adds Stephen.

### Making a difference

“Now I’ve got time to raise my head from the day-to-day mechanics of running a business and really manage the business properly. It’s making a big difference.”

Amy, who is 18 year’s old, had no previous experience of work before she joined the company. “After leaving school I’d done some work in a pub kitchen, but soon decided that it wasn’t for me,” she says. “This is a really good job and I’m being very well supported by both Quantica and Premier Windows.”

### Would consider employing more Apprentices

Stephen is keen that Amy continues to develop her skills, which will benefit the company still further.

“Having employed our first Apprentice, we would definitely consider taking on more, should we have a suitable job available,” he says. “It’s great to offer young people a good opportunity to develop their talents whilst working, and even better when, like Amy, they seize the initiative and really make the role their own. It’s good for our business, and good for Amy. For us, offering an Apprenticeship has, both financially and practically, been a very good business decision.

“Amy came with no experience, now she’s organising everyone in the company! I can’t think of any better endorsement of the Apprenticeship programme than that.”



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Want more information on how to benefit from the Apprenticeship programme in South London?

If you would like further information about Apprenticeships in South London call the Apprenticeship Hotline on 0800 169 4824 or visit [www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)

