



# Apprentice Case Study

**CHARLOTTE GLOVER**  
BUSINESS ADMINISTRATION APPRENTICE  
AT STYLE PARTITIONS



**“I have had the best learning experience at Alliance Learning”**

Before my Apprenticeship I went to University, however I decided to apply for an Apprenticeship because I knew I could further my skills and gain qualifications that would advance me in my chosen career path.

I currently work for a company called Style Partitions, who install and service moveable walls that can be fitted to divide up large spaces. Within the company, I am part of the Service Team, working day-to-day booking appointments and liaising with customers. My official job title is 'Service Administrator'. It has been great to be an integral part of the business. I have learnt many skills during my time working here, including professionalism, telephone and communication skills and how to set up meetings and take minutes.

I have now completed my Level 3 Business Administrator Apprenticeship with Alliance Learning and I have also gained my Health & Safety Certificate. In the future, I want to use the skills I have picked up during my time as an Apprentice to progress through the business to management level and hopefully run my own team.

I have had the best learning experience at Alliance Learning. I attended another Apprenticeship provider before Alliance Learning and there is no comparison with Alliance. The staff are friendly, supportive, and just great overall with handling any situations. Ravi Lad, my Subject Specialist Tutor, has been excellent in helping me with any problems or questions I have had every step of the way!