



Molly Hawkins

Business Administration Apprenticeship – Level 3

Molly started her Level 3 Business Administration Apprenticeship in January 2022 at **tpgroup**'s Portsmouth-based TPG Maritime business.

Describe your role and responsibilities

I joined TPG Maritime's HR department in early January 2022, and supported the HR team day-to-day. I naturally enjoy organising things, particularly anything that involves spreadsheets, and quickly became involved in managing projects.

In June, I was offered the opportunity to take on a Project team support role. This has further built my confidence as I am working ever more independently and taking ownership of the organisation and support of customer visits.

I also play an active role in the business' committees. This includes Devair – the social activity committee, the Health & Safety Committee, and the charity committee.

What's it like being an apprentice at **tpgroup**?

The business is very supportive and I attend college where I have enjoyed meeting other apprentices, and seeing how the classroom learning connects with what I'm doing at work. I have also been set projects that help me to build on my college work such as developing the pack for new starters.

How does the Apprentice Scheme work?

It's mainly office-based with one day each month spent at the local PETA College (the apprenticeship training provider).

What was your apprenticeship route?

I'd left college with 5-A'Levels and into retail where I'd achieved a supervisory role. One of my colleagues had chosen to go down the business administration apprenticeship route, and I was interested in the potential for career development.

You tend to think of apprenticeships being for school leavers, but that's simply not the case. It provides an opportunity to develop your skills and work experience, alongside gaining a highly respected qualification.

How easy is it to apply at **tpgroup**?

It was really easy. I found and applied for the role online. Both PETA and **tpgroup** interviewed me with the whole process taking around 4 to 5 weeks.

What do you enjoy doing outside work?

I'm very family orientated so enjoy meeting up with my own and my partner's family. I'm also an animal lover - our cat is very much loved.

What advice would you give to others?

Do it! It doesn't matter how old you are – it's a great way to get into a new career.