

Careers Tree

Success Stories:



Niles has completed two KEITS apprenticeships (Business Admin Level 3 and Customer Service Level 2) and is currently in the process of completing a third (Team Leadership Supervision Level 3). My apprenticeships have helped me progress within my career as well as a person. All the courses I have taken cover a wide range of topics, which has helped me become a competent and well-rounded employee and progress within my company. Niles is now a Compliance officer within his company and manages a helpline for Ukraine hosts/sponsors covering the whole of East Sussex. Niles says he would recommend KEITS apprenticeships to anyone wanting to expand their knowledge and progress their career within business.



When I left school, I went to college and sixth form and decided it wasn't for me, so I went down the apprenticeship route. I started my Level 2 Business Administration Apprenticeship with KEITS in 2016; I then went on to complete my Level 3. During my apprenticeship, I was taken out of my comfort zone and had to complete tasks I wasn't too confident in doing. My Assessor was terrific in helping me feel less anxious and keeping my spirits up. I gained loads of skills during my apprenticeship, confidence, friends and, of course, my Level 2 & 3 Qualification. Since finishing my training, I have been employed by KEITS as a full-time member of staff, working with our BD team with confidence and skills that I never thought I would have, thanks to the support of KEITS.

"The support I received from my employer and KEITS was tremendous."

Available courses with KEITS:

- Level 2 Customer Services Apprenticeship
- Level 3 Business Administration Apprenticeship
- Level 3 Customer Services Apprenticeship
- Level 3 Team Leader Apprenticeship
- Level 3 Learner Mentor Apprenticeship

"My KEITS apprenticeship helped me to gain the skills needed to gain a promotion after I qualified"

Business Services Career Examples:

Business Developer - Business Analyst - Team Leader - Project Manager - Customer Service Adviser or Manager - Recruitment - Sales Leader - Operational Manager

Transferable Life Skills:

- MS Office
- Document Production
- Planning
- Delegating
- Prioritising
- Communication

Higher Education Opportunities:

- BA (Honours) Business Management
- Diploma of High Education Business Management
- BSc Economics
- BA (Honours) Social Sciences
- Level 4 NVQ Customer Service
- BSc (Honours) Psychology

Other Courses:

- Counselling
- Hospitality
- Project Management

Useful Links:

- [Customer Service](#)
- [National Careers](#)
- [Business Disability](#)
- [Indeed](#)
- [Managers](#)

"I gained so many people skills during my apprenticeship, I am now ready to manage future apprentices."

Desired skills/experience for an apprenticeship

- Experience with IT
- Communication skills
- Detailed CV/application
- Any work experience is a great start
- Any GCSE's are beneficial

Desired qualities for an apprenticeship

- Friendly & approachable
- Reliable & Trustworthy
- Willingness & enthusiasm to learn
- Polite & professional
- Devoted & passionate

