

Heyllo!

Say **Heyllo!** to your next

**APPRENTICE.**

SUPPORTING EMPLOYERS IN THE NORTHEAST!



Manufacturing | Construction | Retail | Health & Social Care | Engineering  
Digital | Commercial | Hospitality | Education | Charities

# Say **Heyllo!** to Abbie

**YOUR NEXT BUSINESS ADMINISTRATION APPRENTICE!**

## About Abbie

Rate £4.81

- ✓ Fantastic candidate for a Business Administration Apprenticeship.
- ✓ Flexible and resilient
- ✓ Recommended for client facing role
- ✓ Currently employed as a care worker
- ✓ Ready for a new career
- ✓ Computer literate and competent with Microsoft Office.
- ✓ Confident interviewer
- ✓ Highly Recommended
- ✓ Available for immediate interview

## Employment History

### Care Assistant - Yohden care complex

Caring for disabled and elderly adults. Assisting with meals, dressing, personal care. Supporting their needs emotionally and physically.

### Shop Floor Assistant - Co-op Group

Handling finances, keeping shop floor organised and tidy, upselling products and learning product knowledge. Setting and achieving goals.

### Care Assistant - Redwood Care Home

Supporting and caring for the elderly in the most dignified and respectful way. Assisting with meals and personal care

### Support Practitioner -The Richmond Fellowship Scotland

Supporting adults with special needs/learning difficulties by encouraging them to live as independently as possible. Doing activities such a swimming and horse riding.

## Qualifications

- ✓ National 4 in Maths
- ✓ National 4 in English
- ✓ National 4 in Biology
- ✓ National 3 in Art & Design
- ✓ National 4 in History
- ✓ National 4 in Graphic Communication
- ✓ National 4 in Administration & IT
- ✓ Level 2 adult health and social care

# Say **Heyllo!** to Ayden

## **YOUR NEXT IT APPRENTICE!**

### About Ayden

Rate **£4.81**

- ✓ Fantastic candidate for an IT Apprenticeship
- ✓ NTC Experience
- ✓ Website design
- ✓ HTML & PCP experience
- ✓ Coding knowledge
- ✓ Great communicator
- ✓ Level 2 Software Developing
- ✓ Previous experience in Plumbing & Heating Apprenticeship
- ✓ Full UK Driving Licence
- ✓ Highly recommended
- ✓ Available for immediate interview

### Employment History

Warehouse Operative - **Amazon**

Plumbing apprentice - **Scott Walker Plumbing & Heating Services**

Plumbing apprentice - **Enerus plumbing and heating**

### Qualifications

#### GCSE

- |                          |                         |
|--------------------------|-------------------------|
| ✓ English Literature - 5 | ✓ German - B            |
| ✓ English Language - 4   | ✓ Religious Studies - B |
| ✓ History - B            | ✓ Science - C           |

#### Higher Education

- ✓ Level 3 NVQ Diploma in Plumbing and Heating
- ✓ Level 2 NVQ Diploma in Plumbing and Heating
- ✓ Level 2 Mathematics @ Darlington College
- ✓ Level 2 BTEC in Business @ Ian Ramsey C of E Academy
- ✓ Level 1 Edexcel Information and Communication Technology (ICT)
- ✓ Level 2 Software developing
- ✓ Level 2 diploma in digital marketing

# Say **Heyllo!** to Charlie

## YOUR NEXT DIGITAL MARKETING APPRENTICE

### About Charlie

Rate **£4.81**

Charlie is intelligent confident young man keen to start a career in Digital Marketing. He takes pride in his work and has a high knowledge of IT. Charlie has undertaken various online Digital Marketing courses to increase his knowledge of the sector.

- ✓ Fantastic candidate for Digital Marketing Apprenticeship
- ✓ Confident in MS 365
- ✓ Website Design
- ✓ Presentation skills
- ✓ Organised and thorough
- ✓ Management of sales platform
- ✓ Highly recommended
- ✓ Available for immediate interview

### Employment History

Administrator - **BishBox**

- ✓ Managed Sales Platform
- ✓ Created Filing System
- ✓ Created profit/loss spreadsheets
- ✓ Admin tasks

### Qualifications

- ✓ Business - Distinction\*
- ✓ IT - Distinction
- ✓ English language - 6
- ✓ English literature - 5
- ✓ Maths-6
- ✓ Chemistry - 5
- ✓ Physics - 5
- ✓ Biology - 5

### Skills

- ✓ Great communication
- ✓ Confident in IT
- ✓ Excellent time keeping
- ✓ Dedication
- ✓ Teamwork
- ✓ Problem solving
- ✓ Active listener
- ✓ Positive attitude

# Say **Heyllo!** to Daniel

## YOUR NEXT ADMINISTRATION APPRENTICE!

### About Daniel

Rate **£4.81**

- ✓ Level 3 diploma in IT
- ✓ Highly recommended
- ✓ Communication
- ✓ Confident
- ✓ Organised
- ✓ Time management
- ✓ Self-efficient
- ✓ Available for immediate interview

### Employment History

#### Customer Service Representative - **National Savings and Investments**

- ✓ Handling customer enquiries, answering any questions and queries
- ✓ Completing transactions via phone after completing security checks.
- ✓ Complete scripts and security checks to avoid breaches of customer data.
- ✓ Problem solving to be able to get the context of customer enquiry or problem
- ✓ Used good communication and escalated issues via email or company systems.

#### Shipment Administrator - **Honeyman Group**

- ✓ Prepared shipping documentation for an increasing number of orders.
- ✓ Ensured courier issues were resolved in a timely and efficient manner
- ✓ Always maintained a high level of customer service via email
- ✓ Used a keen eye for detail to check addresses for errors and email customer service with highlighted issues.
- ✓ Worked as a team and independently to complete documentation required, showed willingness to learn new skills, ability to aid process improvement within the department.

### Qualifications

- ✓ L3 Diploma in IT - Double Distinction
- ✓ Maths – B
- ✓ English – C
- ✓ Science - Distinction
- ✓ CSCS Green Card
- ✓ IOSH Working Safely
- ✓ NCFE Level 1 Certificate in Employability Skills

### Skills

- ✓ Highly experienced in IT
- ✓ Time Management
- ✓ Customer Service
- ✓ Problem solving

# Say **Heyllo!** to Faith

## YOUR NEXT DIGITAL MARKETING APPRENTICE!

### About Faith

Rate **£4.81**

- ✓ Confidence
- ✓ Great Communication skills
- ✓ Social media skills
- ✓ Driven
- ✓ Retail experience
- ✓ Excels in team environment
- ✓ Highly recommended
- ✓ Available for immediate interview
- ✓ 1<sup>st</sup> rate qualifications

### Employment History

#### Sales, stock and admin - **Next**

I have worked at Next as a sales and stock assistant while completing admin work. Working as a sales assistant has taught me valuable customer service skills delivering through excellent communication, good knowledge of products and superb teamwork skills. In the stockroom, I processed stock whilst on a tight time limit, ensuring we kept standards high. My admin roles included counting money in the tills, paperwork, and banking.

#### Class assistant – **First Class Learning and Education**

I worked as a tutor at FCL in Darlington as a weekend job alongside my A level studies, this was my first job and first experience in multitasking education and work. I quickly learnt how to succeed in my studies, whilst also fulfilling my job role of helping children to succeed. It taught me a lot about teamwork, working under pressure and communication skills with both children and adults. I tutored ages 4-16 and even helped some of the older kids re-sit their GCSE's.

### Qualifications

- ✓ Mathematics - 9
- ✓ English Language - 8
- ✓ English Literature - 9
- ✓ Biology - 6
- ✓ Chemistry - 8
- ✓ **Mathematics - A\***
- ✓ **Further Mathematics - A\***
- ✓ Physics - 8
- ✓ Spanish - 8
- ✓ RE - 9
- ✓ Geography - 7
- ✓ Art - 7
- ✓ **Chemistry - A**



## Recruiting an Apprentice through Heyllo is completely free of charge.

We work with you to find the best possible match. We will discuss the role with you to understand the needs for your business and match the right candidate to the role. We will advertise, match, interview and select before submitting the best of talent with a min of 3 CVs' to each of your roles for you then to interview.

You can rely on us to do all the coordination of interviews, sensitively deliver rejections and manage the job offer, then onto the relevant qualification for your new start Apprentice!

### The right qualification to meet your needs

Once you appoint an apprentice, we will match you with the provider who will dedicate a trainer assessor to start the learning journey with your Apprentice. They will work with them using a wide range of contact methods including, Zoom, Skype, group training and face to face individual session that will take place in the workplace or online. Our trainers will always provide you with feedback throughout the journey on the apprentices' progress.

### How does apprenticeship recruitment work?

An apprentice has the same rights as all your other employees and is subject to the same work regulations. However, one major difference is that apprenticeship pay rates start from £4.81 p/h with a min of 30 hour per week. Also, the age of an apprentice will determine the pay rate and the initial contract for an apprentice is one year.

We encourage you to offer a potential apprentice a trial for 2/3 days before making a formal offer.



# Say **Heyllo!** to Nathen

## YOUR NEXT SOFTWARE DEVELOPER APPRENTICE!

### About Nathan

Rate **£4.81**

- ✓ Excellent communication skills, both written and verbal
- ✓ Excellent team player
- ✓ Fast learner
- ✓ Great IT skills
- ✓ Handling of heavy goods in previous roles
- ✓ Till operative experience
- ✓ Previous Key holder responsibilities
- ✓ Highly recommended
- ✓ Available for immediate interview

### Personal Introduction

I am a professional individual committed to delivering excellent customer service in any role. I am a highly active learner who can adapt fast to the change in priorities in any business. I enjoy a challenge and learn tasks really fast which is one of my strongest skills. I am a diligent individual who would devote time to the right role when successful. I am looking for a role that will help me step onto the career ladder and enhance my skills further.

### Employment History

Fulfilment associate - **Amazon**

Customer service agent / Warehouse operative - **Animal Rescue**

Sandwich artist - **Subway**

### Qualifications

- ✓ Level 2 Warehousing
- ✓ Level 2 Lean Management
- ✓ BTEC ICT Software Level 3 Extended Diploma
- ✓ BTEC ICT Software Level 3
- ✓ BTEC ICT level 2
- ✓ English – C
- ✓ Maths – C



# Say **Heyllo!** to Olivia

## YOUR NEXT ACCOUNTANCY APPRENTICE!

### About Olivia

Rate **£4.81**

- ✓ IT Skills
- ✓ Microsoft Office
- ✓ Customer Service
- ✓ Time management
- ✓ Teamwork
- ✓ 1<sup>st</sup> class communication skills
- ✓ Highly recommended candidate
- ✓ Available for immediate interview

### Employment History

#### Receptionist - **Davidoz**

- ✓ Utilized excellent listening skills
- ✓ Maintained a neat and clean front desk environment
- ✓ Managed appointment book
- ✓ Ensured stock levels met demand

#### Volunteer - **Alice house hospice**

- ✓ Worked to ensure a positive and hassle-free customer service.
- ✓ Worked to ensure a neat sales environment and assisted in the setup of visual displays.
- ✓ Managed stock rotation
- ✓ Liaised with other outlets to ensure consistent offerings and promotions

### Qualifications

#### GCSE

- ✓ Math - 4
- ✓ English language - 4
- ✓ English literature - 4
- ✓ Child development - D2
- ✓ Food Technology - P2

# Say **Heyllo!** to Mia

## YOUR NEXT CHILDCARE APPRENTICE!

### About Mia

Rate **£4.81**

Mia is currently studying at English Martyrs Sixth Form College. Studying double Health and Social care and Photography. Coursework in Child Development passing with a B.

- ✓ Exemplary Customer Service skills
- ✓ Available for Work Experience
- ✓ Dedicated
- ✓ Enthusiastic
- ✓ Communication
- ✓ Attention to detail
- ✓ Highly recommended
- ✓ Available for immediate interview

### Personal Introduction

I am a confident hard-working person who is looking to gain more experience and gain more hours of work. I have worked as an assistant Barber, handing cash, greeting customers, assisting my manager and cleaning around the shop. I'm also currently working part time at Pizza Hut, greeting customers, server assisting, cleaning and taking and preparing orders

### Employment History

#### Server Assistant - **Pizza Hut**

Maintain a spotless restaurant, greeting customers aiming to make a positive relationship with them, organising orders, taking orders, restocking supplies and working well with my team members.

#### Barber Assistant - **Ronnie Eves Barbers**

Maintained a spotless studio, set up workstations, assisted team members and customers, restocking supplies, communicate with customers to maintain positive relationships and handling cash on till.

### Qualifications

#### GCSE

- ✓ Maths - 4
- ✓ English - 4
- ✓ Science - 4
- ✓ PE - 4

# Say **Heyllo!** to Sophie

## YOUR NEXT CARE SERVICES APPRENTICE!

### About Sophie

Rate £4.81

Sophie is currently studying level 3 health and social care at college she started in September but feels she would be better suited to an apprenticeship so that she can gain some hands-on experience.

- ✓ Very confident in interview
- ✓ Dedicated to self-improvement
- ✓ Professional manner
- ✓ Determined to succeed
- ✓ Great time management
- ✓ People focused
- ✓ Available for immediate interview
- ✓ Highly desirable candidate

### Personal Introduction

I am hardworking, friendly, approachable and I work well under pressure. I try my best at everything I do and I'm open to try new things. I have excellent teamwork skills and can work independently. I am determined at anything I try and willing to learn new things as I carry on my journey in life.

### Employment Summary

I have had work experience in Cheeky Monkeys nursery where I had to watch and interact with the children. I have also had work experience in a primary school where I had to help the children with the task they had been set and observe their behaviour.

I have also worked a few shifts in a pub around the time the England matches were on, so I'm used to a busy workplace, I collected glasses and restocked the fridges.

### Qualifications:

- ✓ English language - 5
- ✓ English literature - 5
- ✓ Combined science - 44
- ✓ Maths - 4
- ✓ Spanish - 3
- ✓ Health and social - p2
- ✓ History - 6

# Heyllo!

## Because we care

We developed some awesome initiatives for employers and candidates.

**DNA**   
DEVELOPING NEW APPRENTICES

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SCHEME

*the careers club* 

## Let's talk

Phone 01429 363160

Email [recruitment@heylo.co.uk](mailto:recruitment@heylo.co.uk)

Visit [www.heylo.co.uk](http://www.heylo.co.uk)

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