**Phil Jackson**

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| **Learner** | **Induction details in more detail** | **1st Tasks** | **RPL/Transferable Skills** | **Any other comments given?** |
| Ciaran Harrod | Phil explained everything clearly and made sure that I understood what was happening | The Organisation, Value of their Skills and EC - British Values | Communication and teamwork, analytical skills | None |
| Arthur Keene | Phil explained everything i needed to know and when i asked question he had a excellent response for everyone | The organisation and 2 extracurricular tasks | I have the transferable skill of being able to talk to people with confidence through my previous work | None |
| **Learner** | **Induction details in more detail** | **1st Tasks** | **RPL/Transferable Skills** | **Any other comments given?** |
| Max Dawson | Phil was very informative and laid out pretty clearly how things will play out he also kept expressing his support that he will provide throughout the apprenticeship process. | Tasks surrounding my organisation, tasks about managing my performance in the workplace and recognizing the value of my skills and what i can bring to my firm. | I had qualifications in IT that i took at level 2 and 3 BTEC which would help navigating the computer and help with analysis of data sets. | None |

**Mandy Kang**

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| **Learner** | **Induction details in more detail** | **1st Tasks** | **RPL/Transferable Skills** | **Any other comments given?** |
| **Paige Carter** | Lots of information and good explanations | Hierarchy and organisation | Worked independently in a retail shop | Great communication |

**Chloe Gibbins**

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| **Learner** | **Induction details in more detail** | **1st Tasks** | **RPL/Transferable Skills** | **Any other comments given?** |
| Olivia Willis | Went over what to expect with the apprenticeship. Chloe also helped with my pregnancy and how i will work around that. | To look at the resources for Unit 1 before our next meeting. | I currently work as a Recruitment Assistant so understand how recruitment works and have the skills required for my role. | Chloe has been lovely and really helpful so far. |
| Leo Broom | Chloe is very helpful and explained everything very well. | She firstly set me onto the first 2 activities which she explained to me and I went away and did it on my own. | From my previous job I have a lot of experience in customer service I feel like this is transferable onto this apprenticeship as I am constantly picking up the phone to customers and have to communicate professionally | Chloe is great and extremely helpful. |
| **Learner** | **Induction details in more detail** | **1st Tasks** | **RPL/Transferable Skills** | **Any other comments given?** |
| Bianca Roper | the induction was good and explained in full detail | extra curriculum training activities | I am not sure | None |
| Samuel Demetriou | Went very well | maths training | yes. we spoke about working with members of the public which transferred from my old retail job to my apprentice now. | I get on well with Chloe and she helps a lot if I am confused on certain activities. |
| Benedict Smith | I have been allowed to be in the deep end straight away and have learnt loads already. Additionally, I feel confident in my work and roles at work due to my induction of the apprenticeship. | I have previously done some coursework, but since Chloe's visit she has set me the Relevant Regulations Activities, Policies Activities and the Planning and Organisation Activities. | Previous face to face and phone skills from working at Halfords and also knowledge on the law from my A-levels. | Chloe is brilliant at her job, is constantly on the ball, I can answer any questions I have, and is extremely responsive via email and over the phone. |