

SECTOR: Finance, Business and Admin

ACTIVITY TYPE: Virtual Work Placement

BUSINESS: Edinburgh Chamber of Commerce

TARGET AUDIENCE: Foundation Apprentices

EDINBURGH CHAMBER OF COMMERCE HOSTS 7 FOUNDATION APPRENTICES!

From January to May 2021 Edinburgh Chamber of Commerce hosted seven Business Skills Foundation Apprentices from Edinburgh, Midlothian and East Lothian.

The regional DYW team partnered with Edinburgh Chamber of Commerce, Edinburgh College and Midlothian Council to identify and match the apprentices to a department within the organisation, each apprentice was matched based on their interests and skills.



The Edinburgh Chamber of Commerce is made up of six departments; Membership, Events and Training, International, Policy, Business Support and Projects. The apprentices were split across these departments with two in Membership, one in Events and Training, one in International, one in Policy, one in Business Support and one working on the Circular Edinburgh Project.

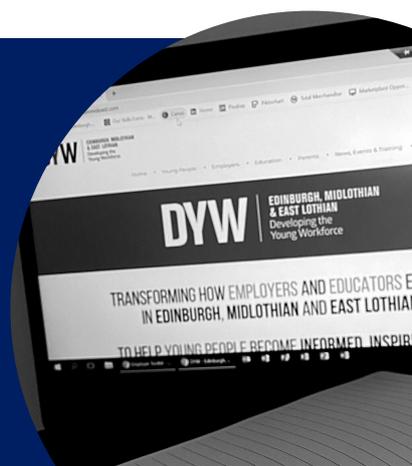
During their placement the apprentices took part in a comprehensive induction where they met the team, learned about the organisations policies and procedures, remote working and everything they need to know about the business. They also attended an apprenticeships insight event with M&G plc and completed online e-learning modules covering life at work, basic health and safety, customer service, cyber security and GDPR.

After their induction the Foundation Apprentices moved into their respective teams and began supporting their colleagues with day to day tasks, projects and attending meetings both internally and externally. Some examples of the work they carried out are:

- Market research around some of the SMEs in Edinburgh.
- Researching other Chambers and membership bodies and analysis.
- Research for the Inspiring Communities Group around inclusive employer practises across Edinburgh.
- Account management and international activities support.
- Market research into the sustainability and circular economy policies companies have and what funding opportunities there are for businesses and create a report and a leaflet or poster to promote.
- Research current/future business training needs and skills aspirations for core customer groups.

WHY DID EDINBURGH CHAMBER OF COMMERCE WANT TO GET INVOLVED WITH DYW?

Edinburgh Chamber of Commerce are the host employer for Developing the Young Workforce Edinburgh, Midlothian and East Lothain and were keen to bring young people into the business to encourage fresh ideas and provide young people with valuable insight into a membership organisation and develop transferable skills.



"It was great to be a mentor on the Foundation Apprenticeship Programme this year. My foundation apprenticeship student was great, they really brought value to the team by completing a range of different tasks; from marketing, to business engagement, attending meetings as well as working with other Chamber departments. Although the apprenticeship was virtual and not in person, I really felt my student was part of the team, they were engaged and always up for a challenge and it was really nice to see them develop their confidence and skills over the last few months."

LAUREN RIDGLEY, PROJECT OFFICER – CIRCULAR EDINBURGH



WHAT WERE THE SUCCESSES?

All Foundation Apprentices rated their placement a 5 out of 5, stating that it was "Excellent" and "Amazing". One apprentice said the best part of their placement was having something to look forward to every week and getting to see what their manager did on a day to day basis. Another said they learned more about the business world, cross party groups, and the different departments within the Edinburgh Chamber of Commerce and they improved their teamwork, time management and note-taking skills all very valuable transferable skills to any business.



"As part of my FA's apprentice she undertook the herculean task of analysing our yearly training performance for 2019 and 2020. From the analysis the FA conducted we were able to review our yearly training income, what courses were performing well and which courses were not, as well as the breakdown of member to non-member bookings. As a result, our training and development department can now utilise the findings to help shape the future planning of our yearly training calendar helping to identify our strengths and areas which need more development and focus."

RACHAEL FINDLAY, BUSINESS SUPPORT EXECUTIVE

TO CONTACT DYW EDINBURGH, MIDLOTHIAN AND EAST LOTHIAN PLEASE EMAIL: DYW@EDINBURGHCHAMBER.CO.UK

YOU CAN ALSO VISIT OUR WEBSITE AT: WWW.DYW-EDINMIDEAST.COM

OR FOLLOW US ON SOCIAL MEDIA:

