

GIS Healthcare Traineeship Programme

Case Study – GIS Healthcare Traineeship Programme

Name: Stephen

Age: 32

Disability/Condition: Physical, partial sighted

Role: Trainee Administration Assistant, Stephen started with GIS Healthcare on the Traineeship Programme in August 2015 in the finance and administration office.

Stephen was working in a busy office environment; it was the first point of contact for visitors and the hub of the business for finances, processing all orders and invoices. Stephen settled in well and with support and guidance from the Team Leader and support from the Team to understand what he needed to do. In addition to this he had support and training from the EDO (Employment Development Officer) Nicky Hughes. This included an induction and work related workshops, employability skills (including of interview support) and job club attendance, working closely with the EDO to find sustainable work.

Stephen was determined he wanted to work but lack so much confidence and didn't know where to start! Giving lot's of encouragement and help with job searching he applied for opportunities, I think it was his first interview for a finance role within Gloucestershire County Council, he went to the interview and come back really concerned he hadn't done well, when he received an offer of employment, he couldn't believe it, he thought he had done badly!! *Because they were asking him so many questions, interview probing, as they knew he had the answers and information and they want him to tell them about his experience!!* It took him a good week for it to sink in he had the job! Well done Stephen.

The Struggles – Stephen is very bright and had a degree and has a lot of skills to offer, unfortunately, he did lack confidence and self belief. This is where being in a supported business can help with those soft skills and time to learn in an environment that is encouraging and gives people time to grow.

One of the daunting things Stephen had to do was 'going for the interview' when you are lacking in confidence and have to give the best account of yourself and tell the employer how 'brilliant you are' it is difficult, Stephen was honest and he was himself and that got him the job!

Achievements and progression – Stephen worked in the **Finance** role for a few years, before feeling he had the confidence, skills and ability to stretch and grow that bit more and applied for an **Assistant Commissioning** role, Stephen has since progressed into a **Commissioning Broker** role which he is currently in, 6 years on from the Traineeship programme.

Some thoughts from Stephen

My time doing the traineeship at GIS was invaluable as it gave me the confidence that I could actually do a job and it also gave me valuable experience to reference when in job interviews. The interview training that I received was really useful as it showed me how to use experiences I had to answer popular interview questions and helped me understand that even if I don't think experience is directly relevant to the role I am applying for then it can still be useful as it may involve similar skills. Just having a job gave a step onto the employment ladder and I was able to use this experience to move into a permanent role and have since progressed to other roles. I'm confident that I wouldn't be in my current role as a Commissioning Broker had it not been for the help, guidance and experience that I received during my time doing

the traineeship at GIS and would highly recommend the traineeship programme to anyone struggling to find a job.

Nicky Hughes EDO – Employment Development Officer