

Life as an apprentice

Meet Layton, from Pierce CA Ltd

How did you find your apprenticeship?

I started my journey into an apprenticeship in November 2016. I completed two weeks of work experience as a business administrator through the Prince's Trust, so I knew this was the type of apprenticeship I was looking for. I completed the employability course with North Lancashire Training Group (NLTG), which assisted me in writing my CV, job searching and interview skills.

NLTG arranged for me to have an interview for a traineeship at Pierce CA Ltd. I began the traineeship within the payroll department at the beginning of November 2016, and within three weeks, Pierce offered me the level 3 Business Administration apprenticeship, and I officially began on 1st December and have remained at Pierce ever since.

Why did you choose an apprenticeship?

I was always pretty good with academics, but more specifically Maths and numbers, and wanted to work in an office, so a job in payroll made sense. I had just turned 18 and living in a homeless hostel for young people. I decided rather than going to college, I wanted to earn money instead of relying on benefits so I could move out. My mum is my main inspiration and the reason I have worked so hard to get to where I am. Unfortunately, she passed away when I was 16, so all I want to do with my life is make her proud of me. She always told me I would do well for myself and have a good career, so I want to prove her right.

What was your role as an apprentice?

I was a business administration apprentice within the payroll department of Pierce. My role consisted of doing a lot of administration work within the department along with actual payroll training.

How was your apprenticeship delivered?

My training provider was NLTG, and I worked at Pierce full time. NLTG visited me at work every month to complete the relevant sections of my apprenticeship training. I was also given time within my daily work to complete any apprenticeship work or assignments. I never felt stressed about any of the work.



How have you benefited from completing an apprenticeship?

I have learnt a lot of essential skills, including working with others, customer service skills, communication, and teamwork, while gaining a qualification. My apprenticeship allowed me to move onto a Foundation Degree in Payroll Management, which I completed in 2021. I am now a fully qualified payroll advisor.



I am transgender and my apprenticeship meant I could afford to go privately to begin hormone treatments which has had a massive effect on my confidence and mental health. This was a massive step forward for me in my personal life.

What has been your proudest moment?

I was a finalist for the Lancashire Sub36 Apprenticeship Award in 2018. Despite not winning, being in the final 6 was a great achievement.

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What advice would you share with a young person or their parents about apprenticeships? Apprenticeships can lead to a fulfilling career. Mine helped me to become a fully qualified payroll advisor. Most companies keep apprentices on after they complete. If they don't, the apprentice still has that experience and the qualification which will aid them in finding a job elsewhere.



“Regardless of my personal circumstances, back when I first started, I have managed to establish a good career for myself and come a long way. Not only that, but I know that currently, it’s a trying time for LGBTQ+ people, and in particular, trans people within the UK. However, there are inclusive employers out there who will look at your skill and your work ethic only and not discriminate against you based on things you cannot control. I just want to prove to other young LGBTQ+ people that it does get better and that they can do anything they want to do with their lives.”

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