

Benjamin Whybrow

I am a passionate IT and car enthusiast with a special love for classic cars. Aspiring to build my own company, I am driven by the merging of technology and entrepreneurship. I am inquisitive by nature and always eager to learn and contribute, fostering strong connections once comfortable. I am always constantly seeking career and knowledge development opportunities. I also have a DBS enhanced certificate that is registered with the update service.

Experience

2nd May 2023 – Present **Apprenticeship Support Officer**

South Gloucestershire and Stroud College

Within my role, I have been instrumental in ensuring the seamless delivery of key operational tasks and compliance initiatives. Collaborating closely with the Apprenticeship Funding & Compliance Manager, I have successfully managed the creation and distribution of the monthly employer newsletter, reaching over 1,500 stakeholders. My role includes the administration of the Apprenticeship Awards, revision and distribution of over 350 Employer Agreements for 2023/2024, and managing the Apprenticeships eCampus page, ensuring accurate and up-to-date content for learners

Additionally, I have developed and implemented a new procurement process, ensuring efficient material and stationery acquisition for the department, and I handle the period-end reports from the ILR, where I resolve discrepancies and ensure compliance, including the processing of incentive payments and co-investment invoices in line with the ESFA Funding Rules.

18th July 2022 – 28th April 2023

Business Support Relief Admin

Dimensions UK

This job involved working in various departments throughout the company. The first month was with Recruitment, in which I was responsible for managing their email, taking incoming phone calls, chasing candidates for documents, and helping where needed. In September 2022, I then moved to Housing and Compliance in which I managed the phone line for both the department and for head office, I also managed the inbox, and was responsible for dealing with repairs and contractors needed in the various houses that the company managed.

Education

09-2024 – 06-2025 **HNC Leadership and Management Modular Study (HTQ)**

South Gloucestershire and Stroud College

09-2020 – 06-2022 **BTEC National Extended Diploma in Information Technology (DDM)**

South Gloucestershire and Stroud College

09-2015 – 07-2020 **9 GCSEs at grades 4-6 including Mathematics and English**

Oasis Academy Brightstowe

Skills

Teamwork: I have supported other team members during my roles in order to ensure work is covered during holidays and absences.

Independent Work: I thrive independently, taking proactive initiative to deliver exceptional results.

Customer Service: I have dealt with customers over the phone, via email, and face-to-face and provided them with as much information or assistance they need.

Learn: I am always keen to learn new things and enjoy receiving constructive criticism.

