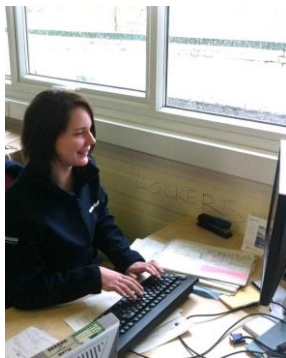


CASE STUDY: Balfour Beatty



MEET OUR APPRENTICES Kamila Laton

Job title	Apprentice Document Controller
Location	London
Apprenticeship type	Business and administration
Qualification/education level	NVQ Level 3 in Business and Administration
Date joined	March 2013



Please provide a brief summary of your role, the project you are supporting and the type of work you undertake on a daily basis:

During my apprenticeship, I'm supporting my team by providing them with the information from the subcontractors necessary to complete the project. I'm updating drawings, managing the online information system and working collaboratively with the subcontractors. If it sounds boring to you, I ensure you – that's not the case. Every day is different and brings new challenges. I learned a few new things and I'm continuously developing my knowledge.

After finishing the one year apprenticeship I'm still continuing my role as a document controller managing online information system on the same project which is Camley Street in King's Cross. After the project is complete, I will be assigned to a new one, carrying out the same responsibilities as I am now. However, I will be encouraging my team to give me more tasks to do, which will allow me to expand my knowledge on construction business.

What attracted you to Balfour Beatty?

To be honest, I didn't have a clue what to do after finishing my apprenticeship. I was concentrating on performing my best during it, that an idea of the company keeping me and promoting me didn't even cross my mind during the first few months of my apprenticeship. After a while I realized, that they would actually do it. I couldn't believe my luck! At the beginning I didn't know what kind of employer Balfour Beatty would be, but as time went by I knew that it's a company made of people who care for each other.

What development opportunities have you been given whilst in your role?

During my apprenticeship, I had reviews after 3 and 6 months, which helped me to evaluate my progress and identify the future goals for my development. With my team's support, I managed to complete all my objectives before the official finish date of my apprenticeship. What is more, I expressed my interest in BIM (Building Information Modelling), my line manager helped me to choose a suitable training course in order to expand my knowledge on it.

How has Balfour Beatty played a role in your long term career goals?

It did, without a doubt. During my apprenticeship, I attended a Balfour Beatty Emerging Talent Induction at the Museum of London. Along with the conversations with my team regarding my future progress, I managed to see possible future career options across the company which will help me to reach my career goals. I'm aware that my career path can change over time and with Balfour Beatty it's completely achievable.

What has been your highlight so far at Balfour Beatty?

I must say it's really hard to pick just one. But I must do justice to the attitude of my team when I was unwell. There were sweet and lovely. I didn't expect them to do anything, and they were willing to give me the shirt off their back just to help me. It was one of the most heart-warming things that anyone has ever done for me.

But a purely job related highlight would be BIM training. I was really happy to see how the company encourages people to go to courses which they have interest in.

What one thing surprised you most about working for Balfour Beatty?

It would be people I'm working with. I have never met such kind, knowledgeable, helpful and supportive people in my life. They have given me a lot of support and guidance during my apprenticeship. If I had a time machine to go back in time and

fix my mistakes, I would change one thing. I would have applied to Balfour Beatty earlier.

What are the top three tips/pieces of advice you would give to anyone thinking of applying to Balfour Beatty?

1. Be ready to reach beyond the stars. Dream big, impress and then perform big. If you're not convinced, take it from my example –a year and a half ago a foreigner without perspectives, experience and education. Now I'm an asset to the huge company – Balfour Beatty.
2. Travelling? Yes, please! You will not only see a bit of the world but also meet new people, gain experience and have a great time. You will probably find yourself hooked to your work very soon, so the distance won't even matter.
3. Be yourself. The people working in Balfour Beatty are genuine. They're professionals, but they're not robots. Entice them with your personality and eagerness to perform. They'll love it. You'll love it.