



Name	Victoria Kirton
Job Title	Administrator

How long have you worked for ITS?	Since December 2016.
What's your background?	I have come from the Civil Service, where I dealt with various planning matters on behalf of the Secretary of State for the Communities and Local Government.
What does your work involve?	I deal with the administration for the Apprenticeship applications. I check and process the applications, liaise with our Trainer/Assessors and prepare the necessary paperwork for the sign up process. I am also involved in the ESFA claims process and produce monthly statistics on qualification success rates that we use to benchmark our performance.
What's the best part of your job?	I enjoy working with the whole team. Everyone has been so friendly and helpful since I started and I love hearing about Apprentices' success stories.
Who's been an important inspiration to you?	No one in particular but I do admire people with confidence since I'm sometimes lacking in that trait myself.
If you could change one thing in this world, what would it be?	Without trying to sound like Miss World, I would wish for peace in the world. Can't bear seeing the pain and suffering in the news every day.
What's your favourite motto?	Difficult roads often lead to beautiful destinations.
What do you like doing when you're not working?	I love fitness. I enjoy walking, running and resistance training. I also love food, eating out with friends and family...hence all the fitness stuff!
What's your favourite film?	Grease
What's your all time favourite song?	Mirrors – Justin Timberlake