



**Francesca Layton-Smith**  
Business Administrator  
Apprentice IG  
**Civil Aviation Authority**



### ***Tell us a bit about your current role?***

My role requires me to coordinate CAA colleagues attendance at meetings with an international focus, providing engagement opportunities across the organisation. I am also involved in the consultation process of State Letter correspondence from ICAO, ensuring all internal and external stakeholders are informed of changes across the industry.

### ***What is the most rewarding aspect of your role?***

Being able to use my own career journey (which is still rather short) to get involved in STEM and being able to take advantage of the various learning opportunities the CAA offer to progress my career.

### ***How did you get into this role, can you tell us about your career history, training and qualifications?***

I found this apprenticeship after dropping out of university during my 1st year. I had no office or full time work experience, and thought it was a great opportunity to progress my learning. All I needed were standard GCSE's and a minimum of 2 A-Levels.

### ***What advice would you give to someone looking to progress and develop in this area of aviation?***

Definitely look in to various apprenticeship programmes, as they really support your learning when entering the industry and become more aware of the variety of roles available in aviation.

### ***How can a young person get involved in a career in a STEM or aviation subject?***

Take advantage of work experience opportunities to see how STEM subjects can be so flexible in terms of careers and look at STEM's website to find out information about events taking place virtually or near you.



**STEM**  
*OPPORTUNITIES IN AVIATION*