

APPRENTICES

PREPARING FOR THE FIRST DAY OF WORK

Hints and tips to help you succeed.



Introduction

Whether it's your first job or you have a wealth of experience behind you, your first day in a job can often feel overwhelming.

This guide provides some helpful hints and tips to prepare for employment and the first day of work.

Research

Take time to understand the job responsibilities, research the company again and understand as much as you can about the company and the role. Prepare some questions or ideas to demonstrate your interest and enthusiasm.

"Find out as much as you can about the company. Even when you have secured the job, don't stop researching. This will help you keep up to date with what's going on in their business"

- Alice, former apprentice

Be prepared

Make a list and check you have everything the employer might need on your first day.

This could include:

- a form of identification
- P45 or national insurance details
- certificates

"Always be prepared. The first day is always scary! I treated it like the first day of school and made sure I had my outfit chosen and bag packed the night before - then I didn't have to panic in the morning!"

- Jack, former apprentice

Be presentable

It's important to arrive looking professional, but different employers have different dress codes. Find out ahead of time what the dress code is, but to be on the safe side, wear an outfit that is smart.

Once you have spent a few days in your new role, you will get a better understanding of the dress code, but it is important to make a good impression.

“Look smart and get a haircut. Before I started my first apprenticeship, I went shopping and got myself a new suit because I knew I was going to be in an office and I wanted to make sure I looked smart. I also made sure that I went for a new haircut.”

- Kyle, former apprentice

Be punctual

Plan your route and leave early to ensure you still arrive on time if there are traffic disruptions. If you are early, it will give you time to adjust and familiarise yourself with the area.

“Think through and plan the journey. I remember researching all the different transport routes and even tried out a few different buses before the big day so that I could have a couple of different options for how to get to work. This planning was really helpful so I wasn’t stressed about being late or getting the journey wrong.”

- Steven, former apprentice

Make introductions

Be proactive and make an effort to introduce yourself to your new colleagues and make an effort to remember their names.

Be organised

Take lots of notes and make an effort to understand how things work in your new environment so that you don’t have to keep asking. Don’t be afraid to ask questions or put yourself forward for tasks and responsibilities.

Understand the culture

Familiarise yourself with your work environment and new colleagues. Cultural fit is very important for employers and will improve team work.

“Get social. Keep up to date on the company’s latest updates, follow them on social media and listen for any updates in the news. This will help you feel in the loop and ready for your first day.”

- Faisal, former apprentice

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