

Starting your Apprenticeship

Congratulations — you are starting a new job as an apprentice. When starting work after a break, or if it's your first one, you might feel a bit nervous. You might be worried about what is expected of you, or if you are doing all right. Your employer should make everything clear to you and support you as you begin your new working life.

First Day at Work

When you start your first day at work you will need to take the following documentation if you have not shared this with your employer already:

- National Insurance Number
- Bank details
- Eligibility documentation (Either Passport or Birth Certificate)
- Photographic Identification (Either Driving Licence or Passport)
- Uniform size dependant on the job role

If there is anything else you need to take, you will be told before you start. It is important to make the best impression possible on your first day at work, things that may help this are:

- Ensure you get a good night's sleep, so you are ready for the day.
- Ensure you arrive early and have sufficient time to travel/park etc.
- Be polite and introduce yourself to people.
- Ensure you get a good night's sleep, so you are fresh and ready for the day.

Rights at work

Your employer may also carry out other checks, such as getting in touch with the references you gave. For some jobs, you might need a medical examination; your employer should tell you about this before you start the job. If you are from another country, your employer might also need evidence that you have the right to work in the UK. You can find out more about these checks on the GOV.UK website.

Training at work

The employer will give you training to help you do your new job in addition to the support and training of the apprenticeship programme.

Your Apprenticeship Trainer will go through the detail of your programme at the Apprenticeship Standard you are working towards when they come to see you to complete your Foundation session. Your manager will discuss all the company training with you that goes alongside.

Staying Safe at work

It is important to PLG that all our learners feel safe at work, during your Foundation session with your trainer you will receive the Apprentice Handbook with information on our Safeguarding, Prevent, British Values and Bullying and Harassment in the workplace policies. From your start date a PLG recruitment Consultant will be in weekly contact with you to monitor your progress and support you through the settling in stage, If at any point you feel unsafe or have any concerns in the workplace please contact them immediately, you do not have to wait until the scheduled phone call.