

CONGRATULATIONS – YOU’VE SECURED YOUR APPRENTICESHIP!



Be Prepared

- Plan your journey and aim to arrive on time
- Bring any documents or equipment requested by your employer or training provider
- Keep important dates, training sessions, and deadlines organised

Ask Questions

- If you are unsure, always ask
- No question is “silly” when you are learning
- Asking questions shows confidence and professionalism

Stay Positive and Open to Learning

- You will not be expected to know everything straight away
- Mistakes are part of learning and development
- Be open to feedback and act on it

Build Professional Habits Early

- Communicate clearly and respectfully
- Check emails and messages regularly
- Be reliable, punctual, and organised

Take Ownership of Your Apprenticeship

- Set small goals for your development
- Reflect on what you are learning each week
- Ask for feedback and use it to improve

Look After Yourself

- Balance work, training, and personal wellbeing
- Speak up if you need support or adjustments
- Celebrate your progress, no matter how small