



DOS AND DON'TS FOR APPRENTICES AND TRAINEES

Your time as an apprentice or trainee will fly by, so it's important that you make the most of your experience. Here's a list of our top dos and don'ts for a successful apprenticeship or traineeship:

Dos

- ✓ **Ask questions.** If you're unsure about how to do or where to find something, just ask.
- ✓ **Have fun.** You're allowed to enjoy the work you are doing – in fact, it's a good sign that you are where you are meant to be.
- ✓ **Talk.** Whether you need someone to explain a task, or things are getting a little overwhelming for you, make sure you talk to someone about how you are feeling.
- ✓ **Rest.** Sleep is vital for a healthy work life – make sure you are getting enough of it each night.
- ✓ **Be enthusiastic.** Show how much you appreciate this apprenticeship by completing each new task with enthusiasm. If you're seen to be enjoying the small things, you'll be trusted with the bigger, more exciting tasks.
- ✓ **Be professional.** From your appearance to the way you speak to your colleagues, take care to be appropriate for a working environment.
- ✓ **Make connections.** You might be working with your next boss or a future business mentor – make sure you form good working relationships during your apprenticeship.
- ✓ **What you are asked.** It's simple, but essential – complete everything that's required of you during your apprenticeship, no matter how small or insignificant it may seem to you.
- ✓ **More than what you are asked.** A great way to make a lasting impression is to do more than what's expected of you, whether it's making a round of tea for the office or reading up about the company in your own time.
- ✓ **Be safe.** Take all safety regulations very seriously – it might save a life.
- ✓ **Share ideas.** If you have an idea, don't think that it's invalid because you are young or inexperienced. Look for an opportunity to share it with your colleague or manager.
- ✓ **Take TAFE and Training opportunities seriously.** It's not a day off, but a paid opportunity to build a brilliant career.

Don'ts

- ✗ **Take the opportunity for granted.** Not everyone has the opportunity to learn while earning. Appreciate the experience and give it your best shot.
- ✗ **Go it alone.** If you have a problem, talk to someone about it. This does not make you weak!
- ✗ **Be late.** Punctuality is important for building a good reputation during your apprenticeship. Do whatever you need to get to work on time.
- ✗ **Be passive.** Don't take it easy and expect to sail through your apprenticeship. The harder you work, the greater the outcome.
- ✗ **Be tied to your phone.** Whether your workplace expects it of you or not, keep your phone out of sight during work hours – you have to focus 100% on the task at hand.
- ✗ **Party in the working week.** Taking drugs or drinking will only exhaust you, which makes it hard to concentrate, and easy to make mistakes. You could lose your driver's license, your apprenticeship and your job.

Get in touch

Please call **1300 363 831** and ask to speak to one of our Apprentice Advisors or email us at intrainingsupport@businessaustralia.com