



FIRST DAY (CHECKLIST)

Make the most of your new apprenticeship or traineeship – here's how.

Before day 1

Check with your employer what they need you to bring on your first day. This may include:

- ☐ Your TFN (Tax File Number)
- ☐ Your bank account details
- ☐ Your driver's licence or passport
- ☐ Details of your superannuation fund (If you have one. Your employer might have a preferred super supplier – ask!)
- ☐ Your physical and postal address
- ☐ Details of an emergency contact

Must-know before you go

Have you thought about the following?

- ☐ Work location – double check exactly where you should arrive.
- ☐ Work hours – know when you need to arrive on your first day, and the hours you'll work.
- ☐ Details of your pay, and when you can expect to get paid.
- ☐ Supervisor – make sure you know who you need to talk to when you arrive.
- ☐ Travel arrangements – how are you going to get to work? Do a dummy run during rush hour before starting so that you know how long it will take you to get to work.
- ☐ Dress code – make sure you know what you're expected and allowed to wear.
- ☐ Find out when and how your training will be delivered by your RTO (Registered Training Organisation): will it be at TAFE or another location, and what days/hours are you expected to attend training?



TOPTIP: If you're using public transport, don't forget to apply for your Opal Travel Concession Card for half-price travel.

On day 1

The first and most important bit is meeting your new team. Your supervisor should introduce you to everyone. If not, don't be shy: introduce yourself with a smile and a handshake. Then:

- ☐ When unsure, ask questions – and listen to the answers.
- ☐ Put your mobile phone on silent – and stow it. You need to be 100% present at work.
- ☐ Determine your duties – find out what you'll be doing, and what your supervisor expects.
- ☐ Get to know the policies and procedures of your workplace. This includes safety procedures, policies for internet, email and mobile use, leave allocations... Need-to-know stuff!
- ☐ Facilities – is there a kitchen area you can use to prepare and eat your food? Or a place where you can buy food? Where's the toilet? Are there any unsafe areas to avoid, or specific entrances and exits to use? Are there security lockers for possessions, or any shower and change rooms? Ask!
- ☐ Break times – when and for how long are you allowed to take a break.
- ☐ Security pass – do you need one, and where will you get it.
- ☐ Working on a computer? Write down your login information and passwords and keep it safe.
- ☐ Who are the people you can speak to if you have any problems or concerns? It's important to find out who can help you when you need it.



Final tip: remember to pack some lunch and healthy snacks. You're going to be busy, and might not know where to find food just yet.



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**