

Essentials to be work ready

Getting ready to start your new apprenticeship job

Making the move from education to the world of work is a big step. All apprentices will need to have certain things in place for when they start.

Follow our top tips below to help your child get work ready:

Open a bank account



- Your child will need a bank account for their wage to be paid into each month.
- It is important that they have a working bank account ready for their first day at work, in preparation for pay day.
- Help your child to understand about the importance of saving, as well as working to a budget to help give them financial independence.

National insurance



- Having their National Insurance number will be essential to be enrolled on the pay roll. It is possible that the employer will also need to see photo identification such as a passport.
- Help your child to understand the importance of their National Insurance number. A national insurance number will ensure that contributions and tax are properly recorded against their name.

Email address



- Your child probably already has a personal and school email address, but it is important to make sure they are suitable for work.
- First impressions are crucial with employers, and no one wants to be let down by an embarrassing or inappropriate email address.
- Encourage your child to set up a professional email address, to help them make a good impression.

Social media



- It's no myth that employers will often search for applicants on public forms of social media, such as Facebook. It is therefore important to make sure your child presents themselves in the best way possible.
- Encourage your child to make their social media accounts as private as possible and ensure that everything public is appropriate for an employer to view, to increase application success rates.