



TIME4AI

Trading Name of Supplier	TIME4AI LTD
DUNS number	234465646
Name of Contact	Grant Basson
Email Address	me@time4ai.co.uk
Telephone number	07807 058006

Programme	AI for Employment: In-Work Success Programme
-----------	---

Programme 4:	<p>AI for Employment: In-Work Success Programme is a four-week in-work retention support programme designed for participants who have secured employment and require structured support to make a successful transition into work.</p> <p>The programme starts before the participant's first day and continues through the first four weeks of employment, which is often the period of greatest vulnerability for individuals moving from unemployment into work.</p> <p>The support is delivered remotely through one-to-one telephone or online check-ins, practical preparation tasks and AI-supported planning tools. Participants are helped to prepare for their first day, understand workplace expectations, plan travel, decide what to wear, know what to take, manage lunch and break arrangements, prepare questions for their manager and reduce first-day anxiety.</p> <p>Once in work, participants receive structured check-ins after their first day, at the end of week one, and during weeks two, three and four. These sessions identify early issues such as travel problems, low confidence, workplace uncertainty, communication difficulties, tiredness, childcare pressures or concerns about performance. Where issues are identified, the adviser agrees practical actions with the participant to reduce the risk of early job loss.</p> <p>Participants complete a First Day Plan, First Week Review, In-Work Action Plan and Four-Week Retention Review. At the end of week four, the participant completes a Retention Sign-Off Statement confirming whether they feel secure in employment and are ready to end support, or whether further signposting is required.</p> <p>The programme improves job retention by ensuring that participants are not left unsupported at the point when they are most likely to feel uncertain or overwhelmed. It complements the AI for Employment programme by extending support beyond job entry and helping participants sustain work once employment has been achieved.</p>
Duration:	Up to 5 weeks
Weekly structure:	<ul style="list-style-type: none">▪ Stage 1: Pre-start support, before the first day▪ Stage 2: First day and first week support▪ Stage 3: Weekly in-work check-ins during weeks 2, 3 and 4▪ Stage 4: Final retention review and participant sign-off



Target group:	<p>The programme is aimed at participants who have recently secured employment or are about to start work and would benefit from structured support during the transition from unemployment into employment.</p> <p>The target group includes:</p> <ul style="list-style-type: none">▪ Unemployed participants who have received a job offer or confirmed start date.▪ Participants entering work after a period of long-term unemployment.▪ Participants who are fit for work but may lack recent workplace experience.▪ Participants with low confidence or anxiety about starting work.▪ Participants who are unsure about workplace expectations, routines or communication.▪ Young people aged 18 to 24 entering or re-entering work.▪ Participants moving into their first job or first job for some time.▪ Participants with limited digital confidence who may benefit from practical AI-supported planning tools.▪ Participants at risk of early drop-out due to practical, confidence-related or adjustment barriers.▪ Participants who need support with travel planning, first-day preparation, workplace routines, communication or probation expectations.
Main aims	<p>The main aims of the programme are to:</p> <ul style="list-style-type: none">▪ Support participants to make a confident and well-prepared transition into employment.▪ Reduce the risk of early job loss during the first few days and weeks of work.▪ Help participants understand workplace expectations, routines and communication norms.▪ Prepare participants practically for their first day, including travel, clothing, documents, lunch, arrival arrangements and questions to ask.▪ Help participants manage first-day and first-week anxiety.▪ Provide structured check-ins during the most vulnerable early employment period.▪ Identify and address emerging issues before they lead to disengagement or resignation.▪ Improve attendance, reliability and workplace confidence.▪ Support participants to build positive relationships with managers and colleagues.▪ Help participants prepare for informal reviews, probation discussions and early feedback.▪ Enable participants to use AI responsibly to plan, organise, reflect and communicate in work.▪ Confirm after four weeks whether the participant feels secure and ready to continue without support.▪



TIME4AI

4-week structure	Stage	Timing	Activity	Duration	Output
	Pre-start	Before day one	First day preparation session	45 to 60 mins	First Day Plan
	Day one or two	After first shift	First day check-in	15 to 20 mins	Risk check and action note
	Week one	End of first week	First week review	30 mins	First Week Review
	Week two	End of week two	Retention check-in	20 to 30 mins	Updated In-Work Action Plan
	Week three	End of week three	Confidence and performance check	20 to 30 mins	Progress note
	Week four	End of week four	Final retention review and sign-off	30 to 45 mins	Retention Sign-Off Statement
Soft outcomes	<p>Soft outcomes are the personal, confidence and behaviour changes that show the participant is becoming more stable and work-ready within employment.</p> <p>Participants will be supported to achieve the following soft outcomes:</p> <ul style="list-style-type: none"> ▪ Increased confidence about starting and sustaining work. ▪ Reduced anxiety about the first day and first week. ▪ Better understanding of workplace expectations. ▪ Improved ability to plan and prepare for work. ▪ Improved timekeeping awareness and routine management. ▪ Increased confidence in communicating with managers and colleagues. ▪ Greater willingness to ask for help appropriately. ▪ Improved ability to deal with feedback or uncertainty. ▪ Increased resilience when facing early workplace challenges. ▪ Better understanding of how to manage tiredness and routine changes. ▪ Improved self-organisation using checklists, reminders and action plans. ▪ Greater awareness of professional behaviour and workplace etiquette. ▪ Increased confidence using AI as a safe planning and communication support tool. ▪ Improved problem-solving when practical barriers arise. ▪ Greater sense of belonging and stability in the new workplace. ▪ Increased motivation to remain in employment. ▪ Improved ability to reflect on progress and identify next steps. ▪ Increased confidence that the job is manageable and sustainable. 				



Hard outcomes

Hard outcomes are the measurable outputs, achievements and evidence that demonstrate progress and retention.

Participants will be supported to achieve the following hard outcomes:

- Completion of a pre-start assessment.
- Completion of a First Day Plan.
- Completion of a travel and arrival plan.
- Completion of a workwear, documents and personal preparation checklist.
- Completion of a first-day or day-two check-in.
- Completion of a First Week Review.
- Completion of an In-Work Action Plan.
- Completion of weekly retention check-ins during weeks two, three and four.
- Evidence that any early barriers have been identified and actioned.
- Completion of workplace communication prompts or prepared questions for a manager.
- Completion of a four-week retention review.
- Completion of a Retention Sign-Off Statement.
- Participant remains in employment after week one.
- Participant remains in employment after week two.
- Participant remains in employment after week four.
- Participant confirms they feel secure enough to relinquish support.
- Participant is signposted to further support where ongoing issues remain.
- Employer confirmation of continued employment, where evidence requirements allow.
- Sustained employment outcome, subject to DWP's agreed definition and evidence requirements.