





HOUNSLOW APPRENTICESHIP TRAINING (HAT) PROGRAMME OVERVIEW

TIMELINE	HAT	TRAINING PROVIDER	EMPLOYER
Month 0 	Initial assessment of apprenticeship <ul style="list-style-type: none"> Apprenticeship opportunity advertised Training provider sourced Partnership agreements drawn up Employer briefed on H&S risk assessment and safeguarding H&S site visit if appropriate 		Employer engaged <ul style="list-style-type: none"> Apprenticeship framework(s) and Training Provider selected with HAT Draft job description and person specification
	Apprenticeship format agreed	Training format agreed	Day release format agreed
	Applications and declarations		Shortlisting for interviews
	Interviews		Interviews and placement offered to suitable candidates
Month 1 Apprenticeship starts (1 year) 	Apprenticeship support starts <ul style="list-style-type: none"> Induction Liaise with employer/apprentice Liaise with training provider 	Training starts <ul style="list-style-type: none"> Timetable set against Apprenticeship framework Liaise with HAT Liaise with employer 	Supervisor assigned <ul style="list-style-type: none"> Induction Mentor assigned Ongoing monthly probation reports Ongoing liaison with HAT Ongoing liaison with Training provider
Month 3 	1st term review	1st term review	1st term review
	Ongoing support	Assessments	Supervision at work and job specific training
Month 6 	2nd term review	2nd term review	2nd term review
	Ongoing support	Assessments	Supervision at work and job specific training
Month 12	Final review	Final assessments	Final review
	Apprenticeship complete	Certification	Provides feedback, reference and possible employment