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| <p>Milestone 1 – College Marketing – how learners make first contact with CTR</p> <p>Open Days CTR tour during induction and introduction to CTR office including current job vacancies College Website www.ctr-kent.co.uk CTR Facebook page www.facebook.com/ctrjobs Application via NAVM's for apprenticeship opportunities Referral from Student Information Centre Referral from Job Centre Plus Referral from Connexions / local schools</p> |
| <p>Milestone 2 – Initial Contact / IAG – how learners can find out more about job opportunities and support.</p> <p>Contact CTR in person / by phone / email to learn more about specific job opportunities Collection of a registration form where appropriate</p> |
| <p>Milestone 3 – Needs Analysis / Initial Assessment</p> <p>Interview with a member of the CTR team, speculative or job specific Review CV and registration form Undergo initial assessment / skills assessment if appropriate Referral onto specific programme for the Unemployed where appropriate Referral back to Student Information Centre for advice with general vocational and key skills training</p> |
| <p>Milestone 4 – Employer Interview and Quality Assurance – how learners progress at interview stage and how feedback from the employer is monitored and reported.</p> <p>Interviews with employers organised Candidates briefed and prepared for interview Mock interviews carried out where appropriate Feedback sought from employers post interview and candidates updated</p> |
| <p>Milestone 5 – Outcome Achievement – Employment start date</p> <p>Candidate starts work on agreed date CTR team to liaise where appropriate with WBL team for Training Advisor initial employer visit and candidate enrolment CTR team to contact employer on start date, after one week and after one month of employee starting for feedback and update</p> |
| <p>Milestone 6 – Progression Options – how learners may progress and be supported in that progression.</p> <p>Support for progression to Advanced Apprenticeship / sustained employment If contract comes to an end, candidate invited back into CTR for additional interview and recommendation to employers – candidate reverts back to Milestone 4</p> |