



# TIME4AI

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Programme:	Time4AI Work Confidence Programme
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Description	<p>TIME4AI will deliver a structured two-week online employability programme designed to help unemployed participants use artificial intelligence safely, confidently and practically to secure employment.</p> <p>The provision builds on TIME4AI's existing live tutor-led AI training model, which focuses on jobseekers and career changers using ChatGPT to tailor CVs, improve cover letters, prepare for interviews, identify transferable skills, research employers and create repeatable application workflows.</p> <p>The programme will be delivered over ten working days. Each day will include three hours of live online tutor interaction, delivered through Microsoft Teams or an equivalent secure video platform, followed by two hours of agreed self-directed activity. The self-directed activity will be set during the live session and reviewed at the start of the next session, ensuring that participants are not left to work without structure or accountability.</p> <p>The delivery method will be group-based, live and interactive, with individual support built into exercises, reviews and action planning. The programme is suitable for participants who are new to AI because the content explains ChatGPT and similar tools in plain English, including what AI can do, where it can be unreliable, how to check outputs, and how to avoid sharing inappropriate personal information. This mirrors TIME4AI's current emphasis on practical, responsible use of AI and avoiding blind reliance on automated outputs</p>
Duration:	10 days over 2 weeks
Daily structure:	3 hours live online tutor-led support 2 hours guided self-study and AI-supported activity Total: approximately 50 hours



Target group:	<p>This programme is for participants who are not yet confidently applying for work but may be able to progress with the right support.</p> <p>Suitable participants may have:</p> <ul style="list-style-type: none"><li>▪ mild/moderate anxiety</li><li>▪ low mood</li><li>▪ low confidence</li><li>▪ long-term unemployment</li><li>▪ fear of interviews</li><li>▪ digital exclusion</li><li>▪ poor job-search skills</li><li>▪ employment gaps</li><li>▪ lack of daily routine</li><li>▪ low motivation</li><li>▪ avoidance of job-search activity</li><li>▪ fear of rejection</li><li>▪ limited belief that work is achievable</li></ul>
Main aims	<p>The programme helps participants to:</p> <ul style="list-style-type: none"><li>▪ rebuild a basic work-search routine</li><li>▪ reduce avoidance of job-search tasks</li><li>▪ improve confidence using AI and digital tools</li><li>▪ understand their strengths and transferable skills</li><li>▪ create a realistic route back to work or training</li><li>▪ practise employer communication in a safe way</li><li>▪ prepare for interviews gradually</li><li>▪ explain employment gaps positively</li><li>▪ develop a manageable weekly action plan</li><li>▪ move from inactivity to supported job-search activity</li></ul>
10-day structure	<ul style="list-style-type: none"><li>▪ Day 1: Starting safely — confidence, barriers and AI basics<ul style="list-style-type: none"><li>○ Focus: Reducing fear and creating a safe starting point.</li></ul></li><li>▪ Day 2: Breaking overwhelm into small steps<ul style="list-style-type: none"><li>○ Focus: Turning job-search anxiety into manageable actions.</li></ul></li><li>▪ Day 3: Rebuilding confidence and identifying strengths<ul style="list-style-type: none"><li>○ Focus: Helping participants see value in their own experience.</li></ul></li><li>▪ Day 4: Digital confidence and safe AI use<ul style="list-style-type: none"><li>○ Focus: Reducing digital exclusion.</li></ul></li><li>▪ Day 5: Employment gaps and confidence stories<ul style="list-style-type: none"><li>○ Focus: Helping participants explain the past without shame.</li></ul></li><li>▪ Day 6: CV from a confidence perspective<ul style="list-style-type: none"><li>○ Focus: Building a CV that restores belief.</li></ul></li><li>▪ Day 7: Job matching without overwhelm<ul style="list-style-type: none"><li>○ Focus: Finding suitable work, not random vacancies.</li></ul></li><li>▪ Day 8: Interview fear and AI rehearsal<ul style="list-style-type: none"><li>○ Focus: Reducing fear through safe practice.</li></ul></li><li>▪ Day 9: Employer communication and reasonable support<ul style="list-style-type: none"><li>○ Focus: Giving participants words when they do not know what to say.</li></ul></li><li>▪ Day 10: Progression plan and supported next step<ul style="list-style-type: none"><li>○ Focus: Moving from course activity to real-world action.</li></ul></li></ul>



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Soft outcomes	<ul style="list-style-type: none"><li>▪ Improved confidence</li><li>▪ Improved digital confidence</li><li>▪ Reduced fear of interviews</li><li>▪ Reduced job-search overwhelm</li><li>▪ Improved routine</li><li>▪ Improved motivation</li><li>▪ Improved belief that work or training is possible</li><li>▪ Improved ability to explain employment gaps</li><li>▪ Improved willingness to engage with work coach or employer</li></ul>
Hard outcomes	<ul style="list-style-type: none"><li>▪ CV completed</li><li>▪ AI confidence portfolio completed</li><li>▪ job goals identified</li><li>▪ applications prepared</li><li>▪ mock interview completed</li><li>▪ employer scripts completed</li><li>▪ training options identified</li><li>▪ progression action plan completed</li><li>▪ movement into Job Application Sprint where appropriate</li></ul>