

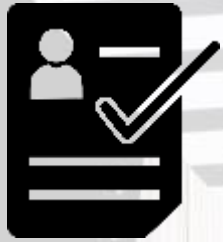
Work Experience Programme

# APPLICANT'S JOURNEY

STEP BY STEP



# SUMMARY



## **A. Onboarding Process**

1. Submit the application form on the advertisement platform
2. Attend the interview/informative meeting
3. Register Online
  - Buy the Programme
  - Sign the Agreement
4. Get access to the Programme

## **B. On the Programme**

1. 1<sup>st</sup> Month
2. 2<sup>nd</sup> Month
3. 3<sup>rd</sup> Month
4. Programme review
5. Certificate and Reference



# 1. SUBMIT THE APPLICATION FORM

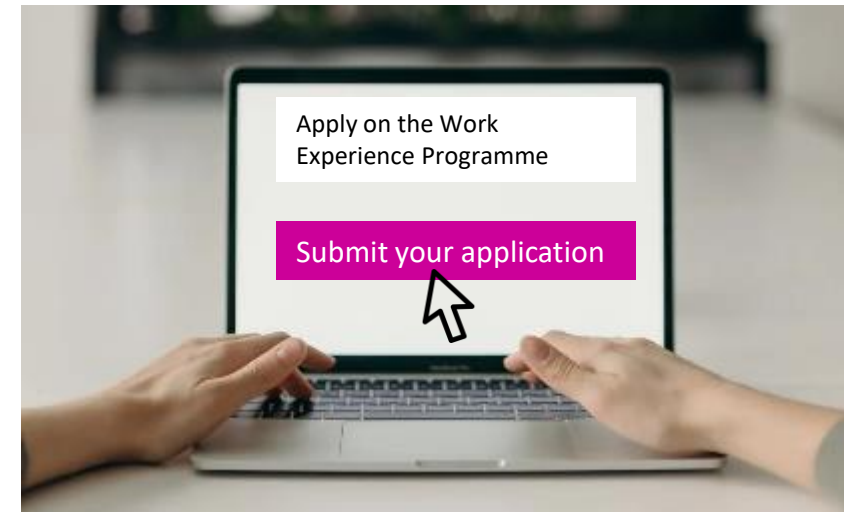
## WE

1. Advertise and provide an application form through advertisement platforms and website.
3. Process the applications and invite applicants to attend the Interview informative meeting



## APPLICANT

2. Apply by completing the application form including a CV copy.



## 2. ATTEND THE INTERVIEW/ INFORMATIVE MEETING

### WE

Arrange a group interview/informative meeting:

- To learn who are our applicants
- To provide more info regarding the W.E.P and how to join
- To answer to the questions of applicants

Meeting is arranged online or face to face.

Online – through Alumnize platform



### APPLICANT

- Presents a 2 min introduction, including the background and reason why interested in the Programme.
- Asks questions you may have about the process /payment



# 3. REGISTER ONLINE - BUY THE PROGRAMME

After the interview meeting

## WE

- We receive the payment including the completed questionnaire
- Check the signed Agreement

## APPLICANT

- Buy the Programme on our website
- Sign the Agreement

✔ **Payment confirmed**

Thank you, your payment has been successful and your booking is now confirmed. A confirmation email has been sent to joe@joeallenpro.com.

#### Order summary

Product:	The expensive product name
Quantity:	2
Company name:	JoeAllenPro.com
Tickets will be sent to:	joe@joeallenpro.com
Total Price:	£1,190.00 GBP

Visa



# 4. GET ACCESS TO THE PROGRAMME

## WE

We give access to

- Alumnize
- Slack
- Google Drive



## APPLICANT

- Sign to the provided platforms.
- Learn how to use them.

### Sign In

Sign in to manage all your devices

Email

Password

Sign In

[Forgot password?](#)



**1 Month**

**2 Month**

**3 Month**

**ON THE PROGRAMME**



# PLAN ACTIVITIES FOR 1-3 MONTHS PROGRAMME

Example of one-month activities

10 Hours per week

Week 1	Week 2	Week 3	Week 4
Induction Meeting	1 hour assistance	1 hour assistance	1 hour assistance
<b><i>Project 1 "Article Layout"</i></b>			
Step 1 – Research	Step 2 – Sketch and first InDesign draft	Step 3 – Review, Feedback and improvements	Step 4 – Work completion and final feedback
Team work	Team work	Team work	Team work
Weekly Online team meeting	Weekly Online team meeting	Weekly Online team meeting	Weekly Online team meeting

Your plan will be tailored based on your skills, your learning tempo and your goals.

Weekly check and scoring during the programme

# HOW DO WE EVALUATE YOU?

## 5 Stars System



**1. Professionalism**

**5. Performance**

**2. Communication**

**3. Work Quality**

**4. Attendance**

Weekly check and scoring during the programme

# REWARD OF SUCCESSFUL COMPLETION

Completing successfully the programme we offer:

- **Certificate**  
Internationally recognised by our International Collaboration Team (City Leaders, 110 Tech Companies, Mayors, Universities, Businesses)
- **One Reference Letter**

