

# Apprentice Accommodation Management

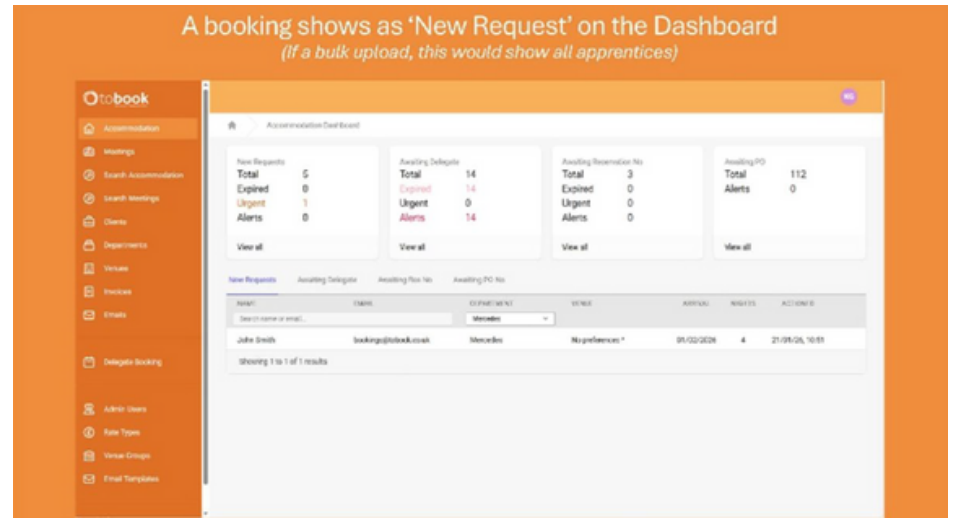
End-to-End Workflow: From Training Block Upload to Safe Check-In.

A fully managed solution designed to give training providers full visibility, control, and safeguarding oversight of apprentice accommodation.

## 1. Booking Initiation

Clients upload training blocks via our password-protected portal (bulk or individual).

The system captures Apprentice Names, Dates, and Special Requests (e.g., allergies) and automatically generates rooming lists.



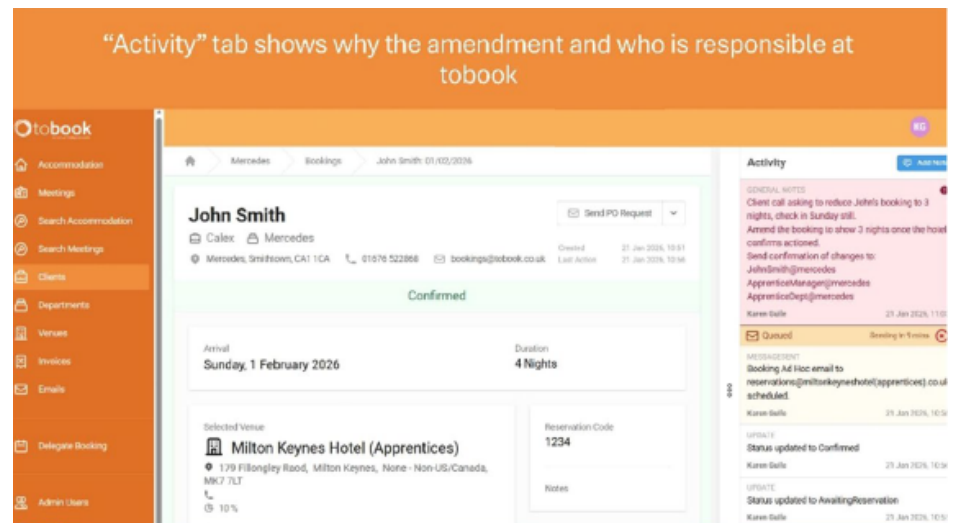
## 2. Hotel Coordination

tobook will hold allocations throughout the year with the selected hotel. We confirm the requirements with the partner hotel, who has already completed DBS compliance, accessibility, and allergy provisions.

## 3. Booking Management

All bookings are logged with real-time dashboards showing latest activity status.

Any changes, cancellations, or non-arrivals are tracked with auditable reason codes.



## 4. Confirmation & Reminders

All can be sent directly to Apprentice / Apprentice Manager using their nominated email address.

The Reminder email can be sent up to 5 days prior to check-in and will include a link for feedback from either the Manager or Apprentice themselves.



## Value To Your Business



### Transparent Cost Control & Auditability

Every booking, modification, and cost allocation is tracked and auditable in real-time. We provide complete financial transparency with zero hidden charges, ensuring robust governance standards.



### Reduced Admin & Automation

Outsourcing accommodation management removes the operational burden from your internal teams. Our automated booking processes significantly reduce manual intervention, while our operations team handles day-to-day coordination.



### 24/7 Safeguarding Oversight

Our team operates continuous monitoring and support for apprentices throughout their stay. We manage incidents and provide a single point of escalation for welfare concerns, mitigating reputational and safeguarding risk.



### Risk-Free, Zero-Cost Delivery

Our model is already live and supporting large corporate clients, eliminating implementation risk. You benefit from a tried-and-tested solution with immediate operational value, delivered entirely at no cost.