****

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 |
| **09.00am - 11.20am** | Welcome  Health and safety induction  Tour of the building  Go through emergency procedures and any relevant risk assessments | Social media activity – research company presence online | Work-related learning in schools activity | Assisting with administration tasks from the team | Product services project (activity to be overseen by an apprentice) |
| **11.20am - 12.30pm** | Company overview  Understand where our service area fits in  Student to meet the team | Continue social media activity | Continue work-related learning in schools activity | Continue with administration tasks | Continue with product services project |
| **12.30pm - 1.30pm** | Lunch | Lunch | Lunch | Lunch | Lunch |
| **1.30pm - 4.00pm** | Student to interview staff about their roles/what they do at the business | Information leaflets and website activity | Health and safety visits with the Employment and Skills Co-ordinator | Work experience diary design | Continue with product services project |
| **4.00pm - 4.30pm** | Catch-up with a named member of staff to reflect on the day | Catch-up with a named member of staff to reflect on the day | Catch-up with a named member of staff to reflect on the day | Catch-up with a named member of staff to reflect on the day | Complete student reflection and exit interview |

|  |  |
| --- | --- |
| **Student name** |  |
| **School (if relevant)** |  |
| **Dates of work experience** |  |



|  |  |
| --- | --- |
| **Employer** |  |
| **Student name** |  |
| **School (if relevant)** |  |
| **Dates of work experience** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 |
| **09.00am - 11.20am** |  |  |  |  |  |
| **11.20am - 12.30pm** |  |  |  |  |  |
| **12.30pm - 1.30pm** | Lunch | Lunch | Lunch | Lunch | Lunch |
| **1.30pm - 4.00pm** |  |  |  |  |  |
| **4.00pm - 4.30pm** |  |  |  |  |  |