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|  | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 |
| **09.00am - 11.20am** | WelcomeHealth and safety inductionTour of the buildingGo 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 overviewUnderstand where our service area fits inStudent 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  |

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



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

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|  | 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** |  |  |  |  |  |