

Example Work Experience Timetable					
Time	Monday	Tuesday	Wednesday	Thursday	Friday
09:00	Welcome and Introduction to Company Ice Breaker Activity	Reflection Session (lessons learnt and overview of today)	Reflection Session (lessons learnt and overview of today)	Reflection Session (lessons learnt and overview of today)	Local stakeholder consultation session
09:30	Overview of Roles and Services Overview of Work Experience Week	Department/Service 1 Introduction	Day in the Life of... / Shadowing	Department/Service 2 & 3 Introduction	
10:00					Project Task: Case Study
10:30	Office Tour (Meet at least 2 different departments)	Day in the Life of... / Shadowing	Project Planning/Presentation Prep	Presentations and Feedback	
11:00					Activity: Project Research into local development
11:30	Lunch	Lunch	Lunch	Lunch	
12:00					Life as an Apprentice/Graduate (Including Careers Networking)
12:30	Buddy Introduction	Buddy Time (Support with job applications and CVs)	Buddy Time (Support with project/presentation)	Buddy Time	
13:00					Reflection Session and Overview of Tomorrow's Schedule
13:30	End of day	End of day	End of day	End of day	
14:00					Wrap Up and Thank You
14:30	Reflection Session and Overview of Tomorrow's Schedule	Reflection Session and Overview of Tomorrow's Schedule	Mid-week appraisal	Reflection Session and Overview of Tomorrow's Schedule	
15:00					Buddy Introduction
15:30	End of day	End of day	End of day	End of day	
16:00					End of day
16:30	End of day	End of day	End of day	End of day	

	Activity
	Reflection
	Buddy time
	Activities that can be swapped out for more company specific project tasks