

Quantity Surveyor Work Experience – Example Weekly Timetable

Day	Time	Activity	Details	Optional Add-Ons
Monday	9.00-10.00	Induction and Health and Safety Briefing	Meet the team, overview of company, safety protocols	Introduction of daily journal/logbook to reflect on learnings and questions
	10.00-12.30	Introduction to Quantity Surveying & Company	Role overview, key responsibilities, corporate video	Mentor Check-in: Meet your assigned mentor (ideally a current apprentice for a 15-min intro chat)
	13.30-16.30	Document Review	Study tender documents, contracts, drawings	Software Demo: Explore Bluebeam or Revit for document markup
Tuesday	9.00-12.00	Site Visit	Observe site operations, meet site manager, understand measurements	Photo Log: Take photos (with permission) to document site observations
	13:30-16:30	Take-off Practice	Learn how to measure quantities from drawings	Peer Review: Compare take-offs with another intern or junior QS
Wednesday	9.00-11.00	Cost Estimation Workshop	Use software (e.g., CostX, Excel) to estimate project costs	Mini Challenge: Estimate costs for a small mock project
	11.00-12.30	Shadow Senior QS	Observe meetings, ask questions	Question Bank: Prepare 3 questions to ask during shadowing
	13.30-16.30	Bill of Quantities Preparation	Assist in preparing BoQ for a sample project	Template Practice: Try formatting a BoQ using Excel or Word
Thursday	9.00-12.00	Procurement & Tendering	Learn about supplier selection, tender analysis	Role Play: Simulate a supplier negotiation with a peer
	13.30-16.30	Contract Administration	Review JCT/NEC contracts, payment terms, variations	Contract Quiz: Take a short quiz on contract clauses and terminology
Friday	9.00-11.00	CVR (Cost Value Reconciliation)	Understand project cost tracking and reporting	Dashboard Demo: Explore how CVRs are visualized in Excel or Power BI
	11.00-13.30	Networking lunch with female staff	Opportunity to connect and ask questions about opportunities/challenges the sector offers	Host in board room or roof terrace for wow factor
	13.30-15.00	Feedback & Reflection	Discuss learnings, ask questions, receive feedback	Self-Evaluation: Rate QS as potential career choice, favourability towards QS etc.
	15.00-16.30	Presentation Prep & Wrap-Up (observed by early careers team)	Prepare short presentation on experience, wrap-up session	Presentation Tips: Use a checklist for effective delivery and visuals