



Planning your Work Experience

■ Example Timetable for a Week Placement

Here is a suggested structure. Timings can of course be modified to suit the business and young person.

	Monday	Tuesday	Wednesday	Thursday	Friday
10am	Induction, tour, health & safety. Provide tasks, resources, and expectations for the day/week	SHADOWING	TEAM MEETING	SHADOWING	SHADOWING
11am		JOB TASKS	JOB TASKS	JOB TASKS	NETWORKING WITH COLLEAGUES
12pm	JOB TASKS	JOB TASKS	JOB TASKS	JOB TASKS	CV Development
1pm	Lunch				
2pm	Meet/shadow a colleague	PROJECT/ BUSINESS CHALLENGE WORK	Meet/shadow a colleague	PROJECT/ BUSINESS CHALLENGE WORK	PROJECT WORK
2:30pm	JOB TASKS		JOB TASKS		PRESENTATION OF PROJECT / CHALLENGE
3:30pm	Reflection and feedback				
4:00pm					

- Build in time for the young people to present their work and receive feedback every day
- Find opportunities for employability skills development, such as career talks, CV development, and mock interviews
- Build in time at the each of the day for students to reflect on what they have learnt and what they can improve. The student can do this in their Spark! Resource Pack.





Activity ideas: By skill



- Invite the student to join meetings. Encourage them to think of some questions beforehand, participate or take minutes and follow up after the meeting to check their level of understanding.
- Ask the students to take minutes during a meeting



- Interview members of staff and ask them about their role
- Host to interview student
- Answer and field phone calls
- Challenge the student to speak to a new staff member each day
- Ask the student to give a verbal reflection at the end of each day



- Research competitors in the sector
- Write a list of 'problems' that may arise in the workplace and consider how these can be overcome
- Find out about different support and advice services available at the place of work
- Create a 'how to' guide to support someone with a problem they have



- Social media content production tasks, such as vox pop videos of members of staff
- Draft/send professional emails or letters
- Create a work-experience booklet for the next student



Activity ideas: By skill



- Reflect at the end of each day on the challenges and how to work on them
- Make a list of the top 3 things that have gone well each day
- Seek out stories from members of staff who did not always get it right the first time
- Write a list of what motivates you to get your dream job



- Speak to staff about what inspires them
- Speak to a member of staff from a non-traditional employment route
- CV writing exercise
- Goal setting exercise, identifying what the students wants to achieve on their placement



- Organising a team building activity
- Group research tasks
- Be involved in team meetings/briefings
- Give students opportunities to share their ideas to a group
- Give students a named 'role' in a group task
- Ask students to reflect on how well they have worked in a team during their WEX



- Presentation tasks
- Give feedback on a resource or product in a presentation
- Give the student a choice of tasks to lead



Activity ideas: By sector

Business & Administration

- Create a company profile
- Research competitors in the sector
- Develop marketing ideas for new business generation
- Create a Dragons Den style pitch
- Give the students a real business problem that the company has faced in the past to brainstorm and consider solutions for
- Proofread and format a document or presentation
- Write a web article/blog

Construction

- Design task (design a park, hotel, building)
- Design task - research into sustainable materials and construction techniques for a building e.g. a school
- Draw a floor plan
- Practical building activities - e.g. with Jenga blocks, spaghetti and marshmallows
- Brainstorm what community provisions are needed around a new build
- Design a health & safety poster/presentation/checklist - how do you mitigate risk?

Healthcare

- Use of basic medical equipment (pulse oximeter, stethoscope)
- Create a presentation to educate local school students about a condition etc.
- Design a survey for local residents
- Research activities - e.g. on a certain illness, process, etc
- Design a poster about the roles available and the routes to them
- Data entry tasks
- Research current news in the sector



Activity ideas: By sector

Retail & Sales



- Tidy/presentation of stock
- Stock check and inventory taking
- Shadow sales at the till, and have a go independently
- Visual merchandising tasks
- Mock consultancy project - e.g. a retail business at risk of going into administration. Get the student to create a presentation on what they would do to support the company
- Source and display customer/client feedback
- Product design and marketing tasks

Hospitality



- Help set up for an event
- Learn to make certain drinks/mocktails - e.g. to make a latte
- Set tables correctly for banquet dining
- Event planning task - plan an event e.g. conference or wedding (budgeting, menu planning, staff scheduling and guest accommodation/preferences)
- Students to learn the customer feedback process and how to analyse that data

Childcare & Schools



- Project around healthy eating
- Research task on planning a school event
- Observe PPA/planning tasks/meetings
- Marking tasks
- Decorate a display board
- Student to plan a short playground game or activity
- Support with breakfast club/breaktime/lunchtime clubs
- Complete an inventory of displays around the site - which would they adapt or change?
- 1:1 reading with students