

## **5 Day Work Experience Programme**

### **Induction**

On entering the organisation, the work experience student will be:

- i. Informed of the purpose of the organisation, type of business etc
- ii. Informed of the structure of the organisation
- iii. Introduced to key members of staff and a mentor for the week
- iv. Informed of the health and safety aspects, fire and evacuation procedures

### **Induction Programme**

The activities of the day/week will include:

- i. Attending a health and safety talk
- ii. Tour of facilities
- iii. Explanation of each team/department
- iv. Introduction to key staff
- v. Spend a day in at least two different areas of the organisation

### **Training Objectives**

At the end of the week, the work experience student will have had experience in and be able to:

- i. Explain the need for Health & Safety
- ii. Be aware of where key areas are located (toilets, fire exits, work area)
- iii. Know who to go to for day to day support
- iv. Recognise the type of work undertaken
- v. Have played an active role in at least two areas of the organisation

# DIARY : DAY ...

DON'T FORGET TO ASK YOUR SUPERVISOR IF YOU COULD KEEP COPIES OF THE WORK YOU'VE DONE

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**2** Are there any skills you learnt at school that you have used?

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**3** What have you most enjoyed learning about?

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**4** What have you least enjoyed learning about?

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**5** Is there anything you could do better next time or will try to improve on in the future?

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