

Example of virtual work experience timetable

Times	Monday	Tuesday	Wednesday	Thursday	Friday
9.30am – 10.30am	<p>Introductions Ice Breaker H&S: who to contact throughout the week: Start time and finish time: Code of conduct e.g.: Student and employer expectations/objectives Dress code Virtual Tour or pictures of workplace Introduce a mentor if there is one.</p>	<p>Morning catch up meeting – reflection on day 1 (any issues or updates)</p>	<p>Work on project</p>	<p>Meet the Team. Be involved in team meetings/tasks.</p>	<p>Presentation to employer</p>
10.30am to 10.45am	<p>Break</p>	<p>Break</p>	<p>Break</p>	<p>Break</p>	<p>Break</p>
10.45am to 12pm	<p>Overview of the organisation The roles and responsibilities of the employer Qualification and skills needed for the role. Q&A session Employer to set a mini task for the afternoon</p>	<p>Meet the Team. HR, Finance, Marketing etc The roles and responsibilities of the employer Qualifications and skills needed for the role. Q&A session.</p>	<p>Work on project</p>	<p>Work on project</p>	<p>Presentation to employer</p>
12pm – 1pm	<p>Lunch</p>	<p>Lunch</p>	<p>Lunch</p>	<p>Lunch</p>	<p>Lunch</p>
1pm – 3.30pm	<p>Mini Tasks</p>	<p>Set the project</p>	<p>Work on project</p>	<p>Work on project</p>	<p>Exit Interview: What have you learnt Employer and student evaluations Present certificate</p>

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3.30pm to 4pm	Complete Reflective diary	Complete Reflective diary	Complete Reflective diary	Complete Reflective diary	Complete Reflective diary
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