# Appendix D - Draft Template of Work Experience/Shadowing Schedule

This is a suggested draft template for Faculties/Directorates to use and amend as appropriate

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| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| 9.30am Arrive at Reception in JHBB and meet Supervisor | 9.30am arrive at desk or allocated place | 9.30am arrive at desk or allocated place | 9.30am arrive at desk or allocated place | 9.30am arrive at desk or allocated place |
| 9.35 Discuss Induction programme in Appendix B and go through Health and Safety |  |  |  |  |
| 10.00 Tour of department, location of desk, toilets, kitchen, food outlets and introduce to colleagues |  |  |  |  |
| 10.30 Information Security Awareness Training on Moodle, |  |  |  |  |
| 12pm to 1pm lunch break | 12pm to 1pm lunch break | 12pm to 1pm lunch break | 12pm to 1pm lunch break | 12pm to 1pm lunch break |
| 1pm |  |  |  |  |
| 2pm |  |  |  |  |
| 3pm |  |  |  |  |
| 3.30pm Home Time | 3.30pm Home Time | 3.30pm Home Time | 3.30pm Home Time | 3.30pm Home Time |