# Work experience plan

Use this document to plan what activities or projects you will include in a work experience placement. It can support your internal staff so they are aware what the student can do. It can also be used to promote work experience placements to students.

## Overview

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| **Role** |  |
| **Working hours** |  |

## Planning projects or tasks

During the placement you may want the student to work on specific tasks. Outlining this will ensure the placement is structured properly for the benefit of the council and student.

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| **Project**Outline each project or tasks, what is involved and expected outcome | **Timeframe**In what period of the work experience will this take place |
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## Day-to-day work

As well as specific projects or tasks, it is important to outline the day-to-day activities the student will be responsible for. This could include being responsible for communicating with customers enquiries or maintaining resources and records.

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| **Daily responsibility**  | **Details**  |
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