

Vacation Scheme Timetable

	Day 1	Day 2	Day 3	Day 4	Day 5
AM	<p>10:00 – 10:30 HR induction</p> <p>10:30 – 11:30 Introduction to IT systems</p> <p>11:30 onwards At student's desk <i>with Trainee Mentor</i> Logging on / check IT setup, phone, login to LMS, MS Teams. Familiarise yourself with Teams and the LMS, ask any questions.</p>	<p>9:00 – 10:00 Complete LMS induction modules</p> <p>10:00 – 11:00 Client journey seminar – 'Express Way'</p> <p>11:00 – 12:00 Project / working with Trainee Mentor on tasks</p>	<p>9:00 – 10:00 Project / working with Trainee Mentor on tasks</p> <p>10:00 – 11:00 Q&A – 'Being a Trainee'</p> <p>11:00 – 12:00 Project / working with Trainee Mentor on tasks</p>	<p>9:00 – 12:00 Attend court hearing</p>	<p>9:00 – 12:00 Complete online survey and preparation for presentation</p>
Lunch	13:00 – 14:00	12:00–13:00	12:00–13:00	12:00–13:00	12:00–13:00
PM	<p>14:00 – 15:30 LMS induction modules – In order of: Health and Safety, Data Protection, Anti Money Laundering, Fee Earner Handbook, Equality and Diversity, Unconscious Bias</p> <p>15:30 – 17:00 Review work experience projects for the week <i>with trainee mentor</i></p>	<p>13:00 – 14.30 CV / interview advice workshop</p> <p>14:30 – 17:00 Project / working with Trainee Mentor on tasks</p>	<p>13:00 – 17:00 Project/ working with Trainee Mentor on tasks</p> <p><i>Optional: Watch on LMS in 'My Activities' APIL Fatal Accident Series</i></p>	<p>13:00 – 17:00 Project / working with Trainee Mentor on tasks</p>	<p>14:00 – 15:00 Present task back to trainee mentor/group, certificate presentation.</p> <p>15:00 – 15:30 Marketing – photographs</p> <p>15:30 – 16:00 Debrief – HR and finish</p>