

Vacation Scheme Timetable

	Day 1	Day 2	Day 3	Day 4	Day 5
AM	10:00 – 10:30 HR induction 10:30 – 11:30 Introduction to IT systems 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.	9:00 – 10:00 Complete LMS induction modules 10:00 – 11:00 Client journey seminar – 'Express Way' 11:00 – 12:00 Project / working with Trainee Mentor on tasks	9:00 – 10:00 Project / working with Trainee Mentor on tasks 10:00 – 11:00 Q&A – 'Being a Trainee' 11:00 -12:00 Project / working with Trainee Mentor on tasks	9:00 – 12:00 If possible attend a court hearing	9:00 – 12:00 Complete online survey and preparation for presentation
Lunch	13:00 – 14:00	12:00-13:00	12:00-13:00	12:00-13:00	12:00-13:00
PM	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 15:30 – 17:00 Review work experience projects for the week <i>with trainee mentor</i>	13:00 – 14.30 CV / interview advice workshop 14:30 – 17:00 Project / working with Trainee Mentor on tasks	13:00 – 17:00 Project/ working with Trainee Mentor on tasks <i>Optional: Watch on LMS in 'My Activities' APIL Fatal Accident Series</i>	13:00 – 17:00 Project / working with Trainee Mentor on tasks	14:00 – 15:00 Present task back to trainee mentor/group, certificate presentation. 15:00 – 15:30 Marketing – photographs 15:30 – 16:00 Debrief – HR and finish