Industry Placement project plan

Utilise this document to plan the projects you will include in the Industry Placement. This will be beneficial in ensuring that the Industry Placement is of high quality. You can go through this with the student on their first day of the Industry Placement.

Information

Industry Placement role:

Working hours:

Number of Industry Placements:

Project plan

Within in the Industry Placement you may want to have the student work on specific tasks. Outlining these will ensure these are structured and benefit both you and the student.

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| **Project**  (Outline what the project is, what is involved, what the outcome should be?) | **Timeframe**  (What period of the Industry Placement will this take place?) |
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Project plan

As well as projects, it will be important to outline the day-to-day activities the student will be responsible for. This could include items such as ‘responsible for communicating with customers enquiries, maintain resources and records.

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