**Example Taster Days – 2.5 hours**

**INTRODUCTION – delivered by a business volunteer**

**15 mins**

* Ensure all learners are welcomed and travel expenses have been reimbursed (if applicable)
* Health and Safety overview and discuss agenda for the day
* Outline the running order and learning objectives for the day

**Closing session – 15 minutes (or more if there is time)**delivered by a business volunteer who led one of the previous sessions.

If there is time there could be a panel session for final Q&A. Business volunteers to be on a panel, taking questions from participants.

Everyone comes back together to summarise what has been covered and what has been learned. Re-emphasise the importance of looking for work and the different routes into employment.

*All students and business volunteers to complete a feed-back form to help review the effectiveness of the session*

**STAGE THREE – Delivered by Business Volunteers – 45 minutes**

Fact Finding Session – in pairs learners find as much information as they can about the volunteer’s job – rotating every 5 minutes until the cycle is complete.

**STAGE TWO – Delivered by business volunteers – 45 minutes**

Tour of the business premises.

Looking at the various departments

Taking a look at the jobs in action.

**STAGE ONE – Delivered by a senior business volunteer / HR– 30 minutes**

Presentation on what the business does and the different jobs within the business/industry. How they recruit and what they look for when they recruit.

**Stages of the day**