

DETAIL DRIVEN, THEORETICAL - Office organiser - LOGISTICS

	Time	Activity	Responsible Team Member	Comments	Purpose
Monday	9:00am-10:30am	Induction & fleet overview	HR/Fleet Manager	Includes safety, route planning and compliance	Sets expectations and builds context
	10:30am-12:00pm	GPS and scheduling systems	Monday Mentor	Introduction to transport software	Builds digital literacy
	1:00pm-3:00pm	Shadow fleet coordinator	Monday Mentor	Observe dispatch and driver coordination	Real-world exposure
Tuesday	9:00am-12:00pm	Assist with paperwork	Tuesday Mentor	Delivery logs, compliance forms, and checklists	Builds admin skills
	1:00pm-3:00pm	Route planning exercise	Tuesday Mentor	Create a mock delivery route	Encourages logic and planning
Wednesday	9:00am-12:00pm	Vehicle safety checks	Wednesday Mentor	Observe pre-trip inspections	Connects safety to operations
	1:00pm-3:00pm	Debrief and discussion	Wednesday Mentor	Reflect on transport systems	Encourages systems thinking
Thursday	9:00am-12:00pm	Visit depot or loading site	Thursday Mentor	Observe loading and dispatch	Connects planning to execution
	1:00pm-3:00pm	Assist with scheduling	Thursday Mentor	Supervised task	Builds confidence and trust
Friday	9:00am-12:00pm	Mini transport project	Friday Mentor	Create a delivery plan or fleet schedule	Builds pride and ownership
	1:00pm-3:00pm	Feedback & close out	HR/Friday Mentor	Student presents or reflects	Wraps up the week meaningfully