

HANDS ON – Fleet and dispatch – LOGISTICS

	Time	Activity	Responsible Team Member	Comments	Purpose
Monday	9:00am–10:30am	Induction & safety briefing	HR/Admin	Includes PPE fitting, site tour and overview of the week	Sets expectations and ensures safety
	10:30am–12:00pm	Warehouse tour	Monday Mentor	Walkthrough of receiving, storage and dispatch zones	Builds familiarity with environment
	1:00pm–3:00pm	Intro to inventory systems	Monday Mentor	Demonstration of scanning, tracking and basic stock handling	Builds confidence with logistics tools
Tuesday	9:00am–12:00pm	Shadow dispatch team	Tuesday Mentor	Observe order picking, packing and labelling	Real-time logistics exposure
	1:00pm–3:00pm	Assist with pallet prep	Tuesday Mentor	Supervised hands-on task	Builds trust and responsibility
Wednesday	9:00am–12:00pm	Cold storage operations	Wednesday Mentor	Observe temperature control and traceability	Connects logistics to food safety
	1:00pm–3:00pm	Stock rotation and labelling	Wednesday Mentor	Hands-on task with supervision	Develops attention to detail
Thursday	9:00am–12:00pm	Fruit handling and packing	Thursday Mentor	Visit seasonal packing shed	Connects logistics to agriculture
	1:00pm–3:00pm	Debrief and discussion	Thursday Mentor	Reflect on supply chain and regional impact	Encourages systems thinking
Friday	9:00am–12:00pm	Mini logistics project	Friday Mentor	Create a mock delivery plan or dispatch checklist	Builds pride and ownership
	1:00pm–3:00pm	Feedback & close out	HR/Friday Mentor	Student presents or reflects	Wraps up the week meaningfully