

SECTOR OVERVIEW – Large business – Administration

Monday – Human Resources (HR)

Time	Activity	Purpose
9:00am–10:30am	Induction & tour of departments	Orientation, safety and overview of the week
10:30am–12:00pm	Observe onboarding or training prep	Learn how new staff are welcomed and supported
12:00pm–12:45pm	Lunch break	
12:45pm–3:00pm	Assist with staff records or forms	Help with filing, scanning, photocopying

Tuesday – Communications & Media

Time	Activity	Purpose
9:00am–10:30am	Intro to internal and external comms	Learn how messages are crafted and shared
10:30am–12:00pm	Observe newsletter or social post prep	See how branding and tone are managed
12:00pm–12:45pm	Lunch break	
12:45pm–3:00pm	Assist with flyer or post formatting	Try a mock design or layout task

Wednesday – Legal & Compliance

Time	Activity	Purpose
9:00am–10:30am	Legal admin overview	Learn about confidentiality and document control
10:30am–12:00pm	Observe case file or policy prep	See how legal documents are tracked and stored
12:00pm–12:45pm	Lunch break	
12:45pm–3:00pm	Assist with mock compliance task	Create a checklist or summary sheet

Thursday – Finance & Business Administration

Time	Activity	Purpose
9:00am–10:30am	Finance systems overview	Learn about budgeting, invoicing and reporting
10:30am–12:00pm	Observe accounts or payroll team	See how payments and records are managed
12:00pm–12:45pm	Lunch break	
12:45pm–3:00pm	Assist with mock invoice or budget	Try formatting a sample spreadsheet or report

Friday – Customer Service & Reflection

Time	Activity	Purpose
9:00am–10:30am	Customer service overview	Learn how enquiries and bookings are handled
10:30am–12:00pm	Observe front desk or call centre	See how staff respond to public needs
12:00pm–12:45pm	Lunch break	
12:45pm–3:00pm	Reflection & career pathways session	Discuss what was learned and explore next steps