

SECTOR OVERVIEW – Warehousing – LOGISTICS

Day	Time	Activity	Responsible Team Member	Comments	Purpose
Monday	9:00am–10:30am	Induction & site tour	HR/Admin	Includes PPE fitting, safety briefing and overview of the week	Sets expectations and builds context
	10:30am–12:00pm	Production line walkthrough	Monday Mentor	Observe key stages of manufacturing or packaging	Builds familiarity with tools and flow
	1:00pm–3:00pm	Assist with basic production task	Monday Mentor	Help with sorting, assembly, packaging	Hands-on experience and teamwork
Tuesday	9:00am–12:00pm	Warehouse tour & inventory intro	Tuesday Mentor	Explore receiving, storage and dispatch zones	Connects production to logistics
	1:00pm–3:00pm	Stock handling or scanning task	Tuesday Mentor	Learn about RF scanners, labelling, pallet prep	Builds confidence with logistics tools
Wednesday	9:00am–12:00pm	Shadow dispatch coordinator	Wednesday Mentor	Observe order picking, packing and delivery scheduling	Introduces coordination and planning
	1:00pm–3:00pm	Quality control or compliance task	Wednesday Mentor	Learn about standards and documentation	Builds attention to detail and responsibility
Thursday	9:00am–12:00pm	Innovation or systems session	Thursday Mentor	Intro to ERP systems or product improvement ideas	Encourages digital literacy and creative thinking
	1:00pm–3:00pm	Debrief and discussion	Thursday Mentor	Reflect on roles and industry impact	Builds insight and career awareness
Friday	9:00am–12:00pm	Mini production-logistics project	Friday Mentor	Create a mock product flow map, checklist or signage	Builds ownership and systems thinking
	1:00pm–3:00pm	Feedback & close out	HR/Friday Mentor	Student presents or reflects	Wraps up the week meaningfully