

| Induction – Yr2 Business Programme |  |          |   |
|------------------------------------|--|----------|---|
| Course:                            | – BTEC National Extended Diploma in Business - Yr2   |          |   |
| Date & Time (first day):           | Friday 8 <sup>th</sup> September 2023  |          |   |
| Location:                          | McIntyre House - 134   |          |   |
| Date & Time                        | Activity   | Location | Resources and staff                               |
| Friday 8 <sup>th</sup> September   | <b>Year 2 Induction:</b> <ol style="list-style-type: none"> <li>1. 10.00 - 11.00 – Introduction to Year 2</li> <li>2. 11.00 - 12.00 – Employability session</li> <li>3. 12.00 - 13.00 – Lunch Break</li> <li>4. 13.00 - 13.15 – Breakout</li> <li>5. 13.15 - 14.15 – UCAS registration session (with Staff Laptops needed)</li> <li>6. 14.15 - 14.45 – Safeguarding (by Jacqueline Duggan)</li> <li>7. 14.45 - 15.45 – CASE (by Tim Silk)</li> </ol> | MH134    | All FE – Business Staff<br><br>2 Laptop Trolleys. |