WORK-BASED LEARNING
TOOLKIT

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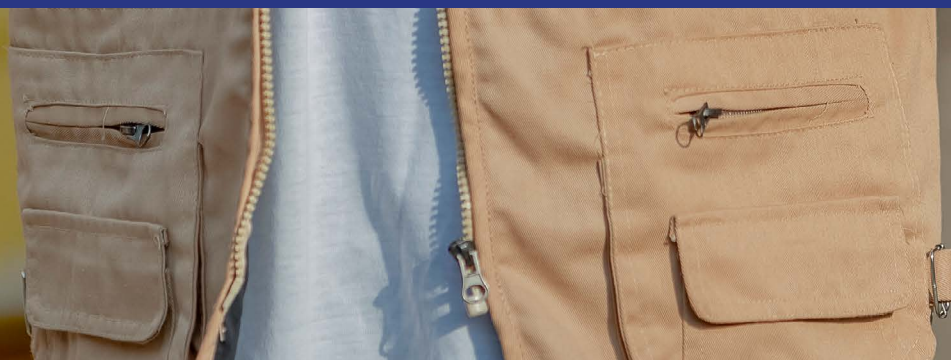
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INTRODUCTION TO WORK-BASED LEARNING

Work-based learning (WBL) bridges classroom instruction with real-world experience, equipping participants with the practical skills and hands-on knowledge necessary to thrive in professional settings. Within the health supply chain management (SCM) sector, WBL can play an important role in developing a skilled workforce. WBL can also be used as a strategic tool to attract both youth and those currently in education and those not in education, employment or training (NEET) to the SCM workforce.

This toolkit is designed to support a wide range of stakeholders, including educators, employers, government bodies and industry associations, in implementing WBL programmes.

Collaboration between these stakeholders is vital for ensuring that WBL programmes cover all stages of career development, from career exploration to in-work development. Employers provide hands-on experience and mentoring, while educators help ensure that WBL activities align with academic goals and facilitate a smooth transition from classroom to career.

The toolkit offers practical steps for engaging youth, particularly NEET individuals, in WBL activities. It aims to build the skills and confidence needed for successful careers in SCM by exposing participants to real-world challenges within the sector.

BENEFITS OF WBL

- **For participants**, it enhances employability by developing practical skills, offering exposure to real-world challenges, and providing a pathway into high-demand sectors. For youth, including those who are NEET, WBL opens up a career path by exposing them to the critical role that SCM plays in health systems.

- **For employers**, WBL provides access to a talent pipeline that can be shaped to meet the specific needs of the health supply chain sector. Employers also benefit by developing and retaining talent through practical training programmes.

- **For educators** and government agencies, WBL ensures that curricula and workforce development initiatives are aligned with industry requirements, fostering a skilled and diverse workforce in the health supply chain sector. Collaborative efforts between educators and employers ensure that programmes remain relevant to industry demands.

STAKEHOLDER COLLABORATION

Effective work-based learning programmes in the health supply chain sector typically rely on collaboration between key stakeholders, including educators, employers, government bodies and professional associations. Each of these stakeholders plays a vital role in creating meaningful WBL experiences, ensuring that participants are equipped with the skills and knowledge needed for long-term careers in SCM.

In contexts where some traditional stakeholders may not be fully operational or present, organisations can still implement effective WBL programmes by adapting their approach and making use of available resources. This section outlines both the traditional roles of stakeholders and alternative strategies for implementing WBL when certain elements may be less established or available.

TRADITIONAL ROLES OF STAKEHOLDERS

1. Educators

In traditional WBL programmes, educators, particularly universities and vocational institutions, develop curricula that align with both academic and industry needs. They collaborate with employers to integrate real-world experience into courses, ensuring participants are prepared for the practical challenges of the SCM sector. Educators also play a key role in preparing students through classroom learning, providing foundational knowledge before participants engage in WBL activities.

2. Employers

Employers typically offer the hands-on experience that complements academic learning. They provide real-world training, mentoring and skills development opportunities by integrating participants into their daily operations. Employers also contribute to the development of in-work training programmes that ensure employees remain up to date with the latest industry standards and technologies.

3. Students and NEET youth

The individuals participating in WBL programmes, whether they are students, NEET youth, or early-career professionals, gain from the practical learning environments that these programmes offer. Through WBL, they develop critical skills, explore SCM roles and build professional networks, positioning them for long-term careers.

4. Government and professional associations

Government bodies and professional associations traditionally play a regulatory and supportive role. They ensure that WBL programmes meet national standards and align with the broader workforce development strategies. Professional associations often help create frameworks for industry-wide training initiatives and facilitate the sharing of best practices between employers and educators.

FLEXIBLE APPROACHES TO WBL IMPLEMENTATION

WBL programmes can be successfully implemented even in situations where traditional stakeholders are less developed or unavailable. Here are alternative strategies for adapting WBL:

1. Employers as primary drivers

In the absence of formal educators, employers can design and implement WBL programmes. This might include developing in-house training initiatives, pairing experienced workers with new trainees for mentorship, or creating structured internships and apprenticeships within the organisation. Employers in such contexts can act as both educators and mentors, ensuring participants gain practical, job-relevant experience.

2. Partnerships with local organisations

Where universities or formal training institutions are not available, employers can partner with local organisations, NGOs or community groups that work with NEET youth or other vulnerable populations. These partnerships can help identify potential WBL participants and offer complementary support services, such as soft skills development or job readiness training.

3. Government and local authority involvement

Local governments and authorities may still be able to offer support, even if formal frameworks are lacking. This could include providing incentives such as tax benefits or small grants for companies implementing WBL programmes. Local government offices can also play a role in promoting WBL and linking employers with youth populations in need of career development opportunities.

4. Informal educational models

Even without formal SCM courses, employers can create educational opportunities through informal channels. This might involve setting up peer-learning groups, hosting workshops on specific SCM challenges, or bringing in industry experts for short-term training. These informal educational models can help fill gaps and ensure that participants develop both theoretical knowledge and practical skills.

5. Mentorship and internal training

Mentorship programmes can be a powerful tool for WBL. Employers can pair new participants, especially NEET youth, with experienced staff members who can offer guidance and hands-on training. Peer learning and internal coaching help develop a skilled workforce without the need for external educational partners.

6.

Leveraging technology

Technology can also be used to bridge gaps in education. Employers can use online platforms or digital tools to deliver training modules, offer virtual mentorship, or simulate real-world supply chain scenarios. In places where in-person education is limited, online resources can be a valuable tool to enhance the learning experience.

7.

Community and NGO involvement

Community-based organisations or non-profits may be able to provide essential social support needed for NEET youth, such as transportation assistance, access to basic education or mental health support. These organisations can partner with employers to ensure participants are well-supported throughout their WBL experience, enabling a more holistic development approach.

TYPES OF WBL ACTIVITIES

WBL in the health SCM sector includes a range of activities that can be applied at different stages of career development. These activities are flexible and can be adapted to suit career exploration, pre-professional development or in-work development, depending on the participant's stage of their career.

The activities described in this toolkit can be used across these stages, providing practical exposure to SCM roles and preparing participants for long-term careers.

1. Career exploration

These activities help individuals, including NEET youth, to explore potential career paths and gain an understanding of SCM roles. They are designed to offer introductory, low-risk experiences that allow participants to observe and learn about the day-to-day operations within the supply chain.

2. Pre-professional development

This category focuses on individuals preparing for specific roles in SCM through more structured learning experiences. These activities provide hands-on experience and practical training, which are essential for bridging the gap between theoretical knowledge and professional skills.

3. In-work development

Aimed at individuals already working in the health supply chain sector, these activities help employees continuously improve their skills and stay updated with industry developments. They are designed to ensure that the workforce remains competitive and adaptable to new technologies and best practices.

The following sections provide detailed descriptions of each WBL activity, including how they can be applied to varying levels of career development.

JOB SHADOWING

Job shadowing allows individuals to observe experienced professionals in their daily tasks, providing a hands-on introduction to various roles within supply chain management. It is a short-term activity, typically lasting from a few hours to several days, where participants gain insights into logistics, procurement, inventory management and other key areas of SCM

BENEFITS

For participants

- Gain practical exposure to SCM roles and understand how theoretical knowledge is applied in real-world settings
- Clarify career interests by observing professionals in various SCM functions
- Build professional networks by interacting with industry experts

For employers

- Help foster future talent by offering a glimpse into the SCM profession
- Gain fresh perspectives from eager learners
- Identify promising talent for future recruitment

TARGET AUDIENCE

Job shadowing is suitable for individuals at various stages of their career.

- **Career exploration:** Ideal for students, NEET youth or early-career professionals exploring SCM roles
- **Pre-professional development:** Beneficial for individuals taking internships or apprenticeships looking to gain deeper insight into specific SCM roles
- **In-work development:** Allows experienced professionals to broaden their knowledge by observing other departments or roles

IMPLEMENTERS

- **Educational institutions:** Universities and vocational schools can coordinate job shadowing for students as part of their curriculum
- **Industry associations:** SCM-related associations can work with member companies to organise shadowing opportunities
- **Employers:** Companies can open their doors to participants, providing them with shadowing opportunities within different departments

DURATION

- **Students or early-career professionals:** Typically, shadowing sessions last from one to three days
- **Pre-professional and in-work development:** More advanced participants may engage in shadowing over a week or longer, depending on the complexity of the role

STEPS TO IMPLEMENT JOB SHADOWING

1.

Define programme objectives

Clearly outline the goals for the shadowing programme, whether it's career exploration, skills development or role clarification.

2.

Set selection criteria

Establish criteria for both participants and employers to ensure the best matches. This may involve assessing career interests for participants and evaluating the department needs of employers.

3.

Create an application process

Develop a user-friendly application form for both participants and employers. Ensure it captures relevant information such as career goals and department preferences.

4.

Identify and match participants

Pair participants with professionals based on career interests and compatibility, ensuring a meaningful learning experience.

5.

Prepare participants

Organise orientation sessions to explain expectations, professional conduct, dress code and safety protocols. Provide background materials on the company or department they will be shadowing.

6.

Coordinate logistics

Ensure transportation and scheduling are managed efficiently. Communicate session times, locations and contact details to all parties.

7.

Conduct the shadowing session

Participants should observe key tasks, participate in discussions and ask questions to deepen their understanding. They should also reflect on how the role fits their career goals.

8.

Gather feedback and assess outcomes

Post-shadowing, collect feedback from both participants and hosts to assess the success of the experience. Use this feedback to improve future job shadowing programmes.

9.

Acknowledge participants and employers

Recognise the efforts of both participants and employers by providing certificates or thank-you notes as a token of appreciation.

BEST PRACTICES FOR JOB SHADOWING

1.
Incorporate NEET youth

Job shadowing is an excellent opportunity to engage NEET youth, offering them a low-commitment way to explore SCM careers and build confidence in a professional setting.

2.
Clear communication of expectations

Ensure both the participant and the host professional understand the purpose and scope of the shadowing experience. This can prevent misunderstandings and promote a productive experience.

3.
Tailored shadowing experiences

Match participants with professionals whose roles align with their interests to create meaningful learning opportunities. For NEET youth, offer a broad overview to help them explore various SCM roles.

4.
Engage participants

Encourage participants to ask questions and engage with the host professional to make the most of their experience. Shadowing should be interactive, not passive.

5.
Debriefing and reflection

After the session, encourage participants to reflect on what they learned and how it relates to their career aspirations. This can be especially valuable for NEET youth who may be considering their next steps in education or employment.

6.
Diverse opportunities

Offer job shadowing across multiple departments or areas of SCM to give participants a holistic view of the sector. This can be particularly beneficial for those unfamiliar with the industry, such as NEET youth.

7.
Provide transportation and logistical support

Ensure that practical needs like transportation are addressed, especially for NEET youth, to remove barriers to participation.

TYPES OF JOB SHADOWING

Virtual job shadowing
Technology has transformed how we learn and connect. Virtual job shadowing allows participants to observe SCM professionals through video conferencing or pre-recorded videos, providing insights into day-to-day supply chain activities from anywhere in the world. This is particularly useful for NEET youth or those with geographical constraints.

Internal job shadowing
Employees within the same organisation shadow each other to learn about different roles, tasks and responsibilities. This is ideal for cross-training employees in various SCM departments like procurement, logistics and inventory management.

Career-specific job shadowing
Students, NEET youth or job candidates interested in SCM can shadow professionals in the field, gaining practical knowledge of what it's like to work in roles such as warehouse manager, procurement specialist or logistics coordinator.

Executive job shadowing
Aspiring leaders in SCM can shadow senior executives to gain insights into leadership roles. This helps bridge the gap when transitioning into management positions, and preparing future supply chain leaders for decision-making and strategic planning.

Cross-functional job shadowing
Organisations enhance resilience by allowing employees to shadow colleagues in different SCM functions. This ensures that tasks continue seamlessly during absences or staff changes, fostering a flexible and collaborative work environment.

GUEST SPEAKERS

Guest speakers from the SCM industry provide a valuable opportunity for participants in WBL programmes to hear from seasoned professionals. These sessions, typically lasting 1–2 hours, include a presentation followed by an interactive question-and-answer session, offering insights into real-world challenges, industry trends and career pathways in SCM.

BENEFITS

For participants

- Gain first-hand insights into SCM practices, challenges and innovations directly from industry professionals
- Understand current logistics trends and technological advancements
- Build early professional networks, paving the way for mentorship, internships and potential employment
- Receive career guidance, including tips on entry and progression within the SCM industry

For employers and industry professionals

- Engage with future talent, providing valuable advice and insights
- Inspire and motivate participants, fostering a connection between academia and industry
- Identify promising individuals for potential recruitment or mentorship opportunities

TARGET AUDIENCE

Career exploration
Students, NEET youth, and early-career individuals exploring SCM career options

Pre-professional development
Participants preparing for roles in SCM, seeking to learn more about industry practices

In-work development
SCM professionals looking to gain broader perspectives from leaders in the field

IMPLEMENTERS

Educational institutions
Universities or vocational schools organising guest speaker events as part of a WBL programme

Industry associations
SCM-related organisations arranging speaker engagements to provide insights into industry challenges and innovations

Employers
Companies bringing in SCM experts to speak to their workforce or potential employees

DURATION

Typical session: 1 to 2 hours, including time for presentations and a Q&A segment.

STEPS TO IMPLEMENT GUEST SPEAKER SESSIONS

1. Define objectives

Clarify the purpose of the guest speaker event. Is it for career exploration, skills development, or industry insights? Align the event with the broader goals of the WBL programme.

2. Select relevant speakers

Identify speakers who have significant experience in SCM and can share relevant, engaging insights. Ensure they align with the educational goals and career development needs of the participants.

3. Coordinate topics

Work with speakers to select topics that are timely, relevant and useful to participants. Topics should range from industry trends to career advice and real-world examples of supply chain challenges.

4. Schedule and promote the event

Plan the event well in advance, considering both academic schedules and speaker availability. Use school and community platforms to promote the event to ensure strong attendance.

5.

Participant preparation

Prepare participants by providing background information on the guest speaker and the topic. Encourage participants to develop questions in advance to foster active engagement during the session.

6.

Facilitate the session

During the event, ensure there is a coordinator to manage introductions, timing and transitions between the presentation and Q&A. Record the session if possible for future use and reference.

7.

Gather feedback

After the session, collect feedback from both participants and the guest speaker to evaluate the event's success. Use this feedback to improve future sessions.

8.

Acknowledge and follow-up

Send formal thank-you notes or certificates of appreciation to speakers. Share event feedback and consider future collaboration with speakers for additional sessions.

BEST PRACTICES FOR GUEST SPEAKER SESSIONS

1. **Align sessions with participant needs**

Ensure the topics and speakers are relevant to the audience's knowledge level and career stage, whether for students, NEET youth or professionals looking to upskill.

2. **Foster interaction**

Encourage active engagement by ensuring there is ample time for Q&A, discussions and participant involvement during the session.

3. **Practical focus**

Ensure speakers provide actionable insights and real-world examples that connect to current SCM trends and challenges.

4. **Participant preparation**

Provide participants with information about the speaker and topic beforehand, encouraging them to think of questions or key areas of interest.

5. **Follow-up opportunities**

Facilitate continued engagement by encouraging participants to connect with the speaker post-session, either through LinkedIn or other networking platforms.

SITE VISITS

Site visits allow participants to immerse themselves in real-world operations. During these visits, participants observe various SCM processes, from logistics and inventory management to the flow of goods. Site visits provide the invaluable opportunity to link theoretical knowledge to practical application, helping participants gain insights into daily SCM functions and challenges.

BENEFITS

For participants

- Gain hands-on exposure to real-world SCM operations, such as warehousing, procurement and transportation
- Observe how theoretical concepts are applied in practice, offering a deeper understanding of industry standards and expectations
- Develop professional networks by engaging with industry experts and asking questions during the visit
- Improve interpersonal, communication and critical-thinking skills in a professional setting

For employers and industry professionals

- Showcase their operations to prospective talent, potentially identifying and recruiting individuals for internships or full-time roles
- Provide educational insights into industry best practices, contributing to the professional development of future SCM professionals
- Strengthen relationships with educational institutions, fostering collaboration and knowledge-sharing

TARGET AUDIENCE

Career exploration
Ideal for students or early-career professionals interested in exploring SCM career paths

Pre-professional development
Useful for those seeking to deepen their knowledge of specific SCM functions as they prepare for entry-level roles

In-work development
Beneficial for professionals in SCM roles to observe new processes, innovations, or best practices in the field

IMPLEMENTERS

Educational institutions
Universities or vocational schools organising site visits to support their SCM curricula

Industry associations
SCM-related organisations facilitating site visits for educational or professional development purposes

Employers
Companies offering site visits to showcase their operations and attract future talent

DURATION

Typical site visit: 1.5 to 2 hours including a tour and Q&A session

STEPS TO IMPLEMENT GUEST SPEAKER

1.
Define objectives

Establish clear goals for the site visit. Are the participants there to explore careers, observe SCM processes or gain hands-on experience? Align these goals with the WBL programme's overall objectives.

2.
Select appropriate sites

Choose companies or facilities that reflect the areas of SCM relevant to the participants' learning needs, such as warehousing, logistics hubs or procurement centres. Ensure that the host organisation is willing and able to provide a meaningful experience.

3.
Prepare participants

Before the visit, brief participants on the purpose of the visit and what to expect. Share background information about the host company and encourage them to prepare questions. Discuss professional behaviour, dress code and safety requirements.

4.
Coordinate logistics

Arrange transportation and ensure all participants are aware of the travel schedule. Confirm the visit details with the host, including timing and safety protocols.

5.

Engage participants during the visit

Encourage active engagement by prompting participants to ask questions and interact with professionals during the tour. This deepens their understanding of SCM roles and responsibilities.

6.

Reflect and debrief post-visit

After the visit, hold a debrief session where participants can reflect on their observations, discuss what they learned and relate it back to their course material or career aspirations.

7.

Show appreciation

Send a thank-you note to the host company to maintain a positive relationship and express gratitude for their contribution to the participants' learning experience.
Select appropriate sites

BEST PRACTICES FOR GUEST SITE VISITS

1.

Focus on active learning

Encourage participants to engage actively by asking questions, taking notes and observing details beyond what is explained during the tour. This promotes deeper learning and helps connect classroom theory to practical operations.

2.

Tailor the visit to audience needs

Customise the content of the site visit based on the participants' backgrounds and goals. For students, focus on career exploration and understanding the basic functions of SCM. For NEET youth or early-career professionals, offer exposure to specific roles and pathways into the SCM workforce.

3.

Foster relationships with host companies

Build long-term relationships with host companies to create recurring opportunities for site visits. This consistency allows for improved coordination, better customisation of content and potential collaboration on internships or mentorships.

4.

Highlight real-world challenges

Use site visits to expose participants to real-world supply chain challenges, such as inventory management issues, procurement difficulties or logistics delays. Seeing these challenges first-hand helps participants develop critical thinking skills and understand the complexities of SCM.

5.
Leverage technology and innovations

Where possible, highlight the use of advanced technology in the supply chain, such as warehouse management systems, automation and data analytics. This helps participants understand the evolving nature of the SCM industry and the importance of technical skills.

6.
Encourage professionalism and networking

Encourage participants to view site visits as networking opportunities. Promote professional behaviour and communication during interactions with industry professionals, helping participants start building their career networks early.

7.
Promote inclusivity and diversity

Ensure that site visits are accessible to all participants, including NEET youth or those with special needs. Provide transportation or financial support if needed and create an inclusive environment where all participants feel comfortable asking questions and engaging.

8.
Emphasise reflection and career development

Post-visit reflection sessions should focus on both technical learning and personal career development. Encourage participants to think about how the roles they observed align with their interests and career aspirations.

9.
Maintain flexibility

Be flexible and adaptable in the structure of the site visit to accommodate unforeseen circumstances. This includes adjusting schedules or focusing on different SCM processes depending on what is happening at the site on the day of the visit.

10.
Continuous improvement

Collect feedback from participants and host companies after each site visit. Use this information to continuously improve the structure, content and logistics of future visits, ensuring the experience remains relevant and valuable for all parties involved.

SAMPLE CHECKLIST FOR PARTICIPANTS ON A SITE VISIT

Objective

Use this checklist to guide your observations during the site visit. It will help you focus on key aspects of the supply chain operations and connect your learning with real-world practices.

General site overview ☐

- What type of supply chain operations is this site involved in? (e.g., warehousing, distribution, procurement)
- What is the overall scale of operations? (Small, medium, large)
- How is the site organised? (layout, departments, etc.)

People and roles ☐

- Who are the key personnel or roles observed during the visit? (e.g., warehouse manager, logistics coordinator)
- What are their main responsibilities and tasks?
- What skills seem critical for these roles?

Supply chain processes ☐

- What core supply chain functions are being performed? (e.g., inventory management, order fulfilment, transportation)
- How are goods or materials tracked and managed through the supply chain process?
- Are there any specific technologies being used? (e.g., warehouse management systems, barcode scanners, automation)

Technology and equipment ☐

- What types of technology or equipment are used at this site? (e.g., forklifts, automated systems, tracking software)
- How does technology support the supply chain process?
- Are there any innovations or unique approaches observed?

Safety and compliance ☐

- What safety protocols are in place for employees? (e.g., PPE, signage, safety drills)
- Are there any visible compliance practices related to industry standards or regulations?
- How is workplace safety communicated and enforced?

Efficiency and productivity ☐

- How is efficiency measured and managed at the site? (e.g., key performance indicators, automated systems)
- Are there any visible practices in place to improve productivity?
- What challenges or bottlenecks, if any, were discussed or observed?

Sustainability and environmental impact ☐

- Are there any sustainability practices in place? (e.g., energy efficiency, waste reduction, recycling)
- How does the site manage its environmental impact?
- Are there any initiatives related to green supply chain management?

Communication and teamwork ☐

- How do employees communicate and collaborate to ensure smooth operations?
- Are there regular team meetings, huddles or communication tools used for coordination?

Customer service ☐

- How is customer satisfaction maintained or measured at this site?
- What role does this site play in fulfilling customer expectations (e.g., accuracy, speed of delivery)?

Reflection ☐

- What did you find most surprising or interesting during the visit?
- How does what you observed align with your classroom learning?
- What skills or knowledge would be important to work in this type of environment?

Additional notes

- *Write down any specific questions you asked or wish to ask after the visit*
- *Note any opportunities for future learning or internships at the site*

NETWORKING EVENTS

Networking events offer participants opportunities to connect with industry professionals, expand their knowledge and explore potential career paths. These events allow individuals to engage directly with SCM experts, companies and educational institutions, gaining insights into career development, job market trends and the latest innovations within the field.

BENEFITS

For participants

- Engage with potential employers and SCM professionals, exploring career paths and job opportunities
- Build professional networks that may lead to mentorships, internships or future employment
- Gain valuable insights into industry challenges, emerging trends and best practices through direct interaction with industry experts
- Develop essential soft skills like communication, networking and professional presentation

For employers and industry professionals

- Discover and connect with emerging talent in the SCM sector
- Showcase their organisation's culture, career opportunities and industry contributions
- Offer guidance and mentorship to future professionals, shaping the next generation of SCM experts

TARGET AUDIENCE

Career exploration
Ideal for students, NEET youth or early-career professionals seeking to learn about SCM roles and career paths

Pre-professional development
Beneficial for individuals ready to engage in the job market, offering them direct access to potential employers and professional development opportunities

In-work development
Networking events help SCM professionals stay connected with industry peers, learn about new trends and pursue continuous professional development

IMPLEMENTERS

Educational institutions
Universities and training programmes organising networking events to support career development and industry engagement

Industry associations
SCM-related associations facilitating events to connect learners with professionals and organisations in the field

Employers
Companies hosting or participating in events to attract new talent and promote career opportunities

DURATION

2-4 hours, typically including structured discussions, presentations and informal networking sessions

STEPS TO IMPLEMENT NETWORKING EVENTS

1.

Clarify objectives

Determine the event's goals, such as providing participants with career exploration opportunities, connecting them with employers, or sharing insights into SCM trends and challenges.

2.

Identify and invite participants

Reach out to a diverse mix of employers, industry professionals and educational institutions that align with the event's objectives. Ensure that a variety of SCM sectors are represented, from logistics to procurement.

3.

Select event format

Choose a format that fits your goals, such as speed networking, career fairs, roundtable discussions or industry panels. Virtual networking options can also expand accessibility and participation.

4.

Prepare participants

Offer resources like resume-building workshops, networking tips and guidance on personal branding and elevator pitches. Encourage participants to research attending companies and prepare questions.

3. Facilitate engagement

Structure the event to foster interaction, using icebreakers, conversation prompts, or moderated discussions. Encourage participants to actively engage with professionals, ask questions and make connections.

4. Post-event follow-up

Encourage participants to follow up with professionals they meet to maintain relationships and pursue any job or internship opportunities. Collect feedback from participants and employers to refine future networking events.

BEST PRACTICES FOR NETWORKING EVENTS

1. Create an inclusive environment

Ensure that the event is welcoming and accessible to a diverse range of participants, including NEET youth and individuals with varying levels of experience in SCM. Consider providing support for transportation or offering virtual options to ensure no one is left out.

2. Promote targeted connections

Facilitate meaningful interactions by creating targeted networking opportunities based on participants' interests and career goals. This can include industry-specific breakout rooms, mentorship pairings or pre-event introductions to help participants focus on relevant contacts.

3. Provide structured networking

In addition to open networking sessions, offer structured formats like speed networking or small group discussions to help participants break the ice. These formats encourage interaction and make it easier for individuals to connect, especially those new to networking.

4. Utilise technology for efficiency

Use digital tools to streamline event logistics and enhance engagement. Offer mobile apps or online platforms where participants can view event schedules, access speaker bios and connect with attendees both before and after the event.

5.

Encourage continuous learning

Provide participants with resources such as industry insights or professional development materials before and after the event. This keeps participants engaged and ensures that the networking event is more than just a one-time interaction.

6.

Facilitate peer-to-peer engagement

Encourage participants to network with each other as well as with industry professionals. Peer-to-peer learning can be a valuable outcome of networking events, allowing participants to share experiences, challenges and solutions with one another.

7.

Focus on follow-up opportunities

Offer guidance on how participants can maintain the connections they make, such as through email templates, LinkedIn strategies, or follow-up webinars. This helps participants stay connected and deepen relationships beyond the event.

8.

Highlight success stories

Showcase case studies or success stories of individuals who have benefited from networking events in the past. This provides inspiration and reinforces the value of networking for career development in SCM.

9.

Provide diverse interaction formats

Incorporate a mix of activities such as panel discussions, Q&A sessions and informal meet-and-greet opportunities to cater to different networking styles. Some participants may prefer structured discussions, while others benefit from casual interactions.

10.

Foster a learning-oriented mindset

Encourage participants to approach networking with curiosity and a willingness to learn. Provide discussion prompts or questions related to emerging trends in SCM to help spark meaningful conversations that go beyond superficial exchanges.

TYPES OF NETWORKING EVENTS IN SUPPLY CHAIN MANAGEMENT

Speed networking
A fast-paced format where participants engage in brief one-on-one conversations with industry professionals. It allows for multiple connections in a short period, giving participants an overview of career opportunities and company cultures.

Career fairs
These large-scale events gather companies and potential employees in one space. Participants can visit company booths, learn about job openings and engage directly with employers.

Industry panels
Professionals from various sectors within SCM discuss industry trends, challenges and career opportunities. Participants can ask questions and gain insights into the practical aspects of the field.

Roundtable discussions
Small, focused discussions between participants and industry professionals on specific SCM topics such as logistics innovation, procurement strategies or sustainability in the supply chain.

Alumni mixers
Current students or participants connect with alumni working in SCM, facilitating mentoring opportunities and gaining advice from those who have successfully navigated the industry.

Virtual networking events
Online platforms allow participants from various locations to connect with SCM professionals, making networking more accessible and widening the range of potential contacts.

Professional associations meetups
Networking events hosted by SCM-related associations, where participants can engage with members and stay updated on industry developments and standards.

MENTORSHIP

Mentorship is a work-based learning activity that pairs individuals, such as students or early-career professionals or NEET youth, with experienced professionals in their field. The purpose is to offer guidance, industry insights and skill development through a one-on-one relationship. Unlike structured internships, mentorships focus on long-term learning and professional development rather than the completion of set tasks or hours.

BENEFITS

For mentees

- **Personalised learning:** Participants receive tailored guidance and feedback, addressing their specific skills, goals and interests
- **Industry insights:** Mentees gain real-world perspectives on the profession, which helps shape career decisions
- **Skills development:** Mentors help develop both technical and soft skills necessary for career advancement
- **Networking:** Mentorships often lead to professional connections, opening doors to job opportunities
- **Career advancement:** Mentees are often better positioned for promotions and roles that align with their professional goals

For mentors

- **Professional development**: Mentors enhance their leadership, coaching and communication skills while guiding mentees
- **Personal satisfaction:** Mentors often gain a sense of fulfilment from contributing to the personal and professional growth of others
- **Fresh perspectives:** Engaging with mentees, especially youth, provides mentors with new ideas and insights, potentially improving their own work

For employers

- **Talent pipeline:** Mentorship programmes help develop future talent, filling skill gaps within the organisation
- **Increased employee engagement:** Encouraging experienced professionals to mentor others can boost employee satisfaction and retention
- **Diversity and inclusion:** Mentorships can support NEET youth, bringing a more diverse group of individuals into the workforce, fostering an inclusive environment

TARGET AUDIENCE

Career exploration
Students, NEET youth or individuals interested in understanding a particular career path

Pre-professional development
Those preparing for specific roles within the sector, focusing on skill enhancement

In-work development
Early-career professionals seeking to develop specific competencies or navigate career progression

IMPLEMENTERS

Educational institutions
Universities, technical schools and vocational training centres can pair students or NEET youth with industry professionals for mentorship opportunities

Professional associations
Industry bodies can organise mentorship programmes to connect experienced professionals with new entrants to the field

Businesses and corporations
Companies can establish internal mentorship programmes to support new employees or interns, guiding them in career development and company-specific processes

Government agencies
Public sector programmes can foster mentorship in key industries to support workforce development

Non-profit organisations
NGOs or charities focused on education, employment or professional development can facilitate mentorships in their respective sectors

DURATION

Mentorship relationships can last from several months to over a year, depending on the needs of the mentee and the availability of the mentor. A minimum of 3 to 6 months is often recommended for meaningful growth and learning to occur.

SESSION FREQUENCY

Regular check-ins, typically bi-weekly or monthly, are encouraged to maintain momentum and track progress.

STEPS TO IMPLEMENT GUEST SPEAKER SESSIONS

1. **Define objectives**

Establish the goals of the mentorship programme, whether it be career exploration, skills development or professional networking

2. **Develop selection criteria**

Create clear criteria for both mentors and mentees, ensuring alignment between mentors' expertise and mentees' learning goals.

3. **Recruit mentors and mentees**

Identify participants through internal networks, educational institutions or industry associations, with a focus on engaging NEET youth where possible.

4. **Mentor-mentee matching**

Pair mentors and mentees based on their goals, areas of expertise and compatibility to ensure a productive relationship.

5. **Orientation and training**

Provide orientation sessions for both mentors and mentees, clarifying expectations, roles, and responsibilities. Offer mentors training to improve coaching skills.

6. **Create mentorship agreements**

Formalise the relationship with an agreement outlining goals, meeting schedules and confidentiality expectations.

7. **Set a structured schedule**

Regular meetings should be scheduled, with clear topics of discussion and progress tracking.

8. **Monitoring and support**

Establish a system to provide ongoing support and to ensure the relationship is progressing positively.

9. **Evaluate progress and feedback**

Collect feedback from both mentors and mentees to assess the programme's effectiveness and make improvements.

10. **Recognise achievements**

At the conclusion of the mentorship, acknowledge the efforts of both parties, through certificates or a formal event.

BEST PRACTICES FOR GUEST MENTORSHIP

1. **Clear communication**

Ensure open and consistent communication between mentor and mentee. Clear expectations should be set at the start of the relationship.

2. **Tailored mentoring**

Mentors should adapt their guidance to meet the specific needs and goals of the mentee, especially if the mentee is from a NEET background.

3. **Regular feedback**

Continuous, constructive feedback enhances the learning experience and allows mentees to reflect and adjust their approach.

4. **Commitment from both sides**

Success depends on mutual commitment to the process, with both parties dedicating time and effort to the relationship.

5. **Mentor training**

Offering mentors training improves their ability to effectively guide mentees and manage the mentoring process.

6. **Engage NEET youth**

When targeting NEET youth, offer additional support such as career coaching or access to resources that can help them navigate potential barriers to employment.

7. **Mutual growth**

Encourage a learning mindset for both the mentor and mentee. A successful mentorship benefits both parties through shared insights and experiences.

Mentorship agreement template available here

APPRENTICESHIPS

Apprenticeships are formal, structured training programmes that blend extensive workplace experience with academic learning. In the context of SCM they prepare individuals for skilled roles by providing hands-on learning, mentorship from industry professionals and theoretical knowledge. They offer a clear pathway to gaining industry-recognised qualifications while earning a wage, making them an ideal entry point into the SCM workforce, particularly for youth who are not in education, employment or training.

BENEFITS

For apprentices

- **Hands-on learning:** Apprentices gain real-world experience in SCM roles, learning through practical tasks and responsibilities
- **Career progression:** Apprenticeships often lead to full-time employment, providing clear career pathways in the supply chain sector
- **Mentorship:** Apprentices receive guidance from experienced professionals, helping them grow both technically and personally
- **Earnings:** Apprentices typically receive a stipend or wage, allowing them to earn while they learn
- **Skills development:** Apprentices acquire industry-specific skills that align directly with employers' needs

For employers

- **Workforce development:** Apprenticeships allow businesses to train new employees in line with their specific needs, filling skill gaps and building a skilled workforce
- **Increased retention:** Apprenticeships often lead to long-term employment, increasing employee retention and loyalty
- **Productivity boost:** Apprentices can contribute to projects and tasks as they develop their skills, adding value to the business while learning
- **Corporate social responsibility**: Supporting NEET youth through apprenticeships demonstrates a commitment to social impact and community development, enhancing the company's reputation
- **Cost-effective recruitment:** Apprenticeships provide an affordable way to attract and train young talent, reducing recruitment costs over time

TARGET AUDIENCE

- **Career exploration:** Individuals considering SCM as a profession
- **Pre-professional development:** Students, NEET youth and entry-level workers seeking in-depth, long-term training for skilled positions in the supply chain sector
- **Professional development (in-work):** Current employees looking to upskill or shift into more specialised SCM roles

IMPLEMENTERS

Educational institutions
Universities, vocational schools and technical colleges partner with businesses to offer apprenticeships that combine academic coursework with on-the-job training

Industry associations
Professional bodies and supply chain organisations can facilitate apprenticeships to ensure that industry standards and practices are upheld

Businesses and corporations
Employers in SCM sectors such as logistics, warehousing and procurement can run apprenticeship programmes to develop a workforce that meets their specific operational needs

Government agencies
Public sector entities often support apprenticeship schemes by providing funding, regulatory frameworks and oversight

Non-profit organisations
NGOs focused on employment and workforce development may also create apprenticeships, particularly in resource-limited settings where skilled labour is needed

STEPS TO IMPLEMENT AN APPRENTICESHIP PROGRAMME

1. ### Define programme objectives

Clearly outline the goals of the apprenticeship. Decide whether the programme will focus on entry-level training, upskilling current employees or addressing specific industry skill gaps.

2. ### Identify occupations

Select the specific roles within SCM for which the apprenticeship will be offered, such as procurement specialist, logistics coordinator or supply chain analyst.

3. ### Develop selection criteria

Create clear criteria for selecting apprentices, mentors and supervisors. Consider factors like educational background, career aspirations and experience level.

4. ### Partner with educational institutions

Work with universities or vocational schools to integrate academic learning with practical experience. Ensure that the curriculum aligns with the skills required in the industry.

5. ### Set up a training plan

Develop a structured programme that outlines the skills and knowledge apprentices will acquire over the course of the apprenticeship. Balance on-the-job training with formal education.

6. ### Determine payment structure

Establish a compensation plan for apprentices, which may include a stipend or wage. Compensation should reflect the increasing responsibility as apprentices progress through the programme.

7. ### Establish mentorship

Pair each apprentice with an experienced mentor who will guide them through the learning process. Mentors should be responsible for providing feedback, assessing progress and offering career advice.

8.
Monitor and evaluate progress

Conduct regular reviews of the apprentices' progress, adjusting training plans as necessary. Provide feedback and support to ensure that apprentices meet learning objectives.

9.
Certify and recognise apprentices

Upon completion, provide formal certification of the apprentice's skills and qualifications. Recognise their achievements, which may include offers of full-time employment.

10.
Evaluate the programme

Gather feedback from mentors, apprentices and industry partners to continuously improve the apprenticeship programme. Ensure that it remains relevant to industry needs and aligned with educational standards.

BEST PRACTICES FOR APPRENTICESHIPS

1.
Comprehensive orientation

Ensure apprentices fully understand their roles, responsibilities and the programme structure before starting

2.
Mentor involvement

Choose mentors who are committed to teaching and guiding apprentices, providing meaningful support beyond supervision

3.
Incremental learning

Progressively increase task complexity as apprentices gain experience

4.
Regular assessments

Conduct periodic evaluations to ensure that apprentices are on track and address any learning gaps early

5.
Diversity and inclusion

Actively recruit apprentices from diverse backgrounds, including NEET youth, to create an inclusive workforce

6.

Clear progression pathways

Define how apprentices can advance within the programme and their career, aligning progression with performance and skill acquisition

7.

Post-apprenticeship opportunities

Offer pathways to full-time employment or further education upon successful completion of the apprenticeship, ensuring continuity and career advancement

Apprenticeship template available here

INTERNSHIPS

Internships are temporary positions designed to provide participants with practical, hands-on experience in a particular field or industry. They are a key component of work-based learning that helps students and recent graduates apply academic knowledge to real-world tasks, enhancing their employability and offering valuable networking opportunities.

BENEFITS

For interns
Internships offer real-world experience, improve employability and help in building professional networks

For organisations
Employers gain access to fresh talent, cost-effective labour and the chance to evaluate potential full-time employees

TARGET AUDIENCE

- **Career exploration:** Students or recent graduates seeking practical work experience in SCM
- **Pre-professional development:** NEET youth or individuals completing degree requirements through hands-on learning
- **Professional development:** Early-career professionals who are transitioning into specialised SCM roles

IMPLEMENTERS

Educational institutions
Universities and colleges collaborate with businesses to facilitate internships as part of degree requirements or career services

Businesses and corporations
Companies from various industries offer internships to attract new talent, develop future employees and strengthen their workforce

Government agencies
Public sector organisations often create internship programmes to offer students and NEET youth real-world experience while contributing to public service

Non-profit organisations
NGOs may offer internships, particularly in sectors like development, healthcare and social services, to provide participants with valuable experience while supporting the organisation's mission

DURATION

Internships typically last between a few weeks to several months, depending on the scope of the programme and the industry requirements.

STEPS TO IMPLEMENT AN INTERNSHIP PROGRAMME

1.
Define programme objectives

- Determine the goals of the internship programme, such as talent acquisition, supporting short-term projects or community engagement.
- Identify the skills and knowledge the programme aims to impart to interns.

2.
Create a programme framework

- Define the structure, duration and scope of the internship. Decide if the programme will be full-time, part-time or flexible.
- Establish the roles and responsibilities of the interns and determine what kind of work they will undertake.

3.
Establish legal compliance

- Ensure the programme adheres to local labour laws and regulations, especially regarding compensation and employee rights.
- Decide whether interns will be paid or receive academic credit.

4.
Recruitment and selection

- Partner with universities and colleges to find potential candidates through career services, job boards and career fairs.
- Develop a selection process that includes clear application procedures and interview stages.

5.
Design training and mentorship

- Assign each intern a supervisor or mentor who will provide regular guidance, feedback and support.
- Include an orientation programme to familiarise interns with the company culture, policies and expectations.

6.

Set goals and responsibilities

- Ensure interns are assigned meaningful tasks that contribute to their learning objectives and align with the organisation's needs.
- Provide structured feedback to keep interns engaged and on track with their progress.

7.

Monitor and evaluate the programme

- Regularly assess the performance of interns and the effectiveness of the programme through evaluations and feedback sessions.
- Gather insights from mentors and interns to improve the internship structure.

8.

Post-internship recognition

- Offer certificates or other recognition to interns who successfully complete the programme.
- Consider full-time job offers for top-performing interns who demonstrate potential.

BEST PRACTICES FOR INTERNSHIPS

1.

Provide clear objectives

Set specific learning outcomes and project goals for interns, so they gain valuable experience while contributing meaningfully to the organisation.

2.

Mentorship and support

Assign mentors who are committed to guiding interns, offering regular feedback and providing opportunities for professional growth.

3.

Offer compensation or academic credit

Interns should receive compensation or academic credit for their time, ensuring the programme's fairness and legality.

4.

Integrate interns into the company culture

Include interns in team meetings, events and projects, helping them feel like part of the organisation.

5.

Track progress

Implement regular check-ins to monitor intern development and ensure they are meeting their learning objectives.

6.

Evaluate and refine

Continuously evaluate the programme's effectiveness and make adjustments based on feedback from interns and supervisors.

Internship template available here

WORK TASTERS

Work tasters are short, immersive experiences designed to introduce youth, particularly those NEET, to various roles within the supply chain. These experiences allow participants to gain practical insights into the industry and explore potential career paths with minimal commitment.

Work tasters provide NEET youth and other participants with a glimpse into the real world of SCM. Ranging from a single day to a week, work tasters offer hands-on experience in different job roles, such as logistics coordination, warehousing or procurement. This engagement helps youth build confidence, understand job expectations and begin forging connections within the industry.

BENEFITS

For NEET youth

- **Career exploration:** Offers youth a chance to explore various SCM roles in a low-pressure environment, helping them clarify career interests
- **Skills development:** Participants acquire basic work skills and enhance their employability
- **Confidence building:** Exposure to real workplace environments can boost confidence, preparing participants for future job opportunities
- **Networking opportunities:** Youth can meet professionals and begin building a network of contacts for future career growth

For employers

- **Talent pipeline:** Work tasters enable employers to identify and nurture potential talent early, particularly individuals who may transition into internships or apprenticeships
- **Corporate social responsibility:** Providing work tasters demonstrates a commitment to community development and diversity by offering opportunities to disengaged youth

TARGET AUDIENCE

- **Youth in education:** Secondary and university students exploring SCM careers
- **NEET individuals:** Youth disengaged from formal education or employment who need exposure to work environments
- **Career switchers:** Early-career professionals interested in transitioning into the SCM sector

IMPLEMENTERS

Educational institutions
SCM businesses such as warehouses, logistics firms and distribution centres can offer work taster placements, giving youth insight into various SCM roles

Non-profits or youth organisations
May assist with programme administration, outreach to NEET youth and logistics for work taster programmes

Educational institutions
Schools and training centres can prepare students for their work taster experiences and help them reflect on their career interests afterwards

Government or local authorities
May support by funding transportation or stipends and promoting work taster initiatives to the NEET population

DURATION

- 1–5 days
- Can vary based on the participant's needs and the employer's capacity to host tasters

STEPS TO IMPLEMENT WORK TASTERS

1.

Partner with local employers

Engage SCM businesses willing to offer short-term work experiences in areas such as warehousing, transportation and procurement

2.

Design the experience

- Duration: Work tasters typically last from 1-5 days and should include a combination of job shadowing, hands-on tasks and opportunities for participants to interact with professionals
- Role variety: Allow participants to experience multiple facets of SCM to broaden their understanding

3.

Prepare participants

- Offer pre-taster workshops covering workplace expectations, professional conduct and basic SCM knowledge
- Help participants set personal goals for the work taster, such as skills to develop or roles they wish to learn about

4.

Provide support during the taster

- Assign a workplace mentor or supervisor to guide the participant through tasks and ensure they are fully engaged
- Ensure programme staff are available to assist with any issues

5.

Follow-up and reflection

Organise post-taster debrief sessions where participants can reflect on what they learned, discuss next steps and connect the experience to their career goals

6.

Gather feedback

Collect feedback from both participants and employers to assess the success of the programme and identify areas for improvement.

BEST PRACTICES FOR WORK TASTERS

1. **Offer diverse experiences**

Provide participants with access to different SCM roles to give them a holistic view of the industry

2. **Engage participants actively**

Ensure that work tasters are interactive, allowing participants to perform actual tasks rather than just observing

3. **Address logistical needs**

Offer transportation assistance to reduce barriers for participants, particularly those from low-income backgrounds

4. **Financial support**

Consider offering small stipends to cover participants' expenses, making the programme accessible to a wider group

5. **Documentation and reflection**

Encourage participants to document their experiences and reflect on how the skills and insights gained could influence their future career decisions

TRAINEESHIPS

Traineeships are structured programmes that combine practical work experience with skills development, making them an ideal entry point for youth, particularly those NEET, into the SCM sector. These programmes provide foundational skills, industry exposure and a pathway to further education or employment.

BENEFITS

Provide work experience
Traineeships offer young people practical, hands-on experience in SCM, familiarising them with areas such as procurement, logistics and inventory management

Develop employability skills
Traineeships help youth, especially NEET individuals, build essential workplace skills like communication, teamwork and problem-solving in real-world SCM environments

Boost qualifications
Through the integration of vocational training, trainees can improve their qualifications, equipping them with the skills needed for more advanced roles in SCM

Increase motivation and confidence
Structured learning and work experience help youth gain confidence, motivating them to pursue further education or permanent employment in the supply chain sector

Create pathways to employment
Successful completion of a traineeship can lead directly to apprenticeships, full-time jobs or further specialised training in SCM

IMPLEMENTERS

Employers
Supply chain companies, logistics firms and warehouses can host trainees, providing practical work placements and mentorship

Educational institutions
Universities, vocational training centres and schools may offer supplementary academic support and skills development to complement workplace learning

Government and non-profits
May provide regulatory oversight, funding and support services to ensure the programme runs smoothly

Industry associations
Can help align the traineeship curriculum with industry standards and facilitate partnerships with employers

TARGET AUDIENCE

- **NEET youth:** Those not in education, employment or training who require structured support to enter the workforce
- **Youth in education:** Students seeking practical experience in SCM to complement their academic learning
- **Early-career professionals:** Individuals looking to gain foundational experience in SCM before transitioning into full-time roles

DURATION

- 6 weeks to 6 months
- Adaptable based on participants' prior experience and the specific needs of the SCM business

STEPS TO IMPLEMENT TRAINEESHIPS

1. Partner with SCM businesses

Collaborate with local and international supply chain companies willing to offer work placements. This can include logistics firms, warehousing operations or transportation companies, which may eventually hire trainees.

2. Provide personalised support

Offer mentorship and career guidance to address individual barriers to employment, helping trainees transition smoothly into the SCM workforce.

3. Design flexible programmes

Structure traineeships with varying durations, typically ranging from six weeks to six months, and adapt the intensity based on participants' needs and the demands of the SCM sector.

4. Include skills training

Incorporate vocational skills development, focusing on SCM-specific areas like inventory control, demand planning and logistics management, alongside the work experience.

STEPS TO IMPLEMENT TRAINEESHIPS

5.

Offer wrap-around support

Address external barriers such as transportation, childcare, or mental health needs that might affect participation, ensuring trainees can focus on their learning and work.

6.

Provide financial incentives

Offer stipends or travel allowances to encourage participation, particularly for NEET youth who may face financial constraints.

7.

Focus on progression

Ensure the programme includes clear pathways to apprenticeships, full-time roles or advanced education opportunities within SCM.

8.

Tailor content to the SCM sector

Design traineeships that align with the needs of the SCM industry, ensuring that participants acquire skills that are in high demand, such as warehouse management systems, data analysis and sustainable logistics practices.

9.

Pre-traineeship support

Offer preparatory courses or workshops to build confidence and basic skills before beginning the placement, particularly for those with limited prior work experience.

10.

Engage youth in programme design

Involve NEET youth and other participants in shaping the traineeship programme to ensure it meets their needs and interests, increasing engagement and success rates.

BEST PRACTICES FOR TRAINEESHIPS

1.

Industry alignment

Ensure that traineeships are closely aligned with the SCM industry's needs, providing relevant skills and work experiences that match market demands

2.

Continuous support

Maintain ongoing mentorship and check-ins with both the trainee and the employer to monitor progress and address any challenges promptly

3.

Pathway clarity

Provide clear documentation and guidance on the next steps after the traineeship, helping participants transition smoothly into further education or permanent employment

SIMULATIONS

Simulations offer practical, hands-on experience by replicating real-world supply chain challenges in a controlled environment. They are essential tools for developing problem-solving, decision-making and collaboration skills, particularly in navigating complex supply chain dynamics like the bullwhip effect or inventory management.

KEY FEATURES

Interactive learning
Participants engage in dynamic scenarios that mirror real-world supply chain operations, such as logistics management and demand forecasting

Scenario-based
Simulations are built around realistic scenarios, allowing participants to experiment with different strategies and observe the outcomes in real time

Low-risk experimentation
Participants can test strategies in a low-risk environment, which promotes critical thinking without real-world consequences

BENEFITS

Skills development
Improves decision-making, critical thinking and collaboration skills essential for supply chain roles

Understanding complexity
Provides insights into the interrelated components of SCM, making it easier to grasp complex concepts

Engagement
Increases participant interest and motivation through interactive learning experiences

Real-world application
Prepares participants for actual supply chain challenges, enhancing employability in the sector

DURATION

- 1–3 hours for single scenarios
- Extended module: 1–2 weeks for in-depth simulation modules with multiple scenarios and assessments

TARGET AUDIENCE

- **Youth in education:** Secondary school students, university students and recent graduates looking to enter the SCM field
- **NEET individuals:** Youth who are not in education, employment or training, providing them with an introduction to SCM careers
- **Early-career professionals:** Those looking to upskill or transition into supply chain roles

IMPLEMENTERS

- **Educational institutions:** Universities, colleges and vocational training centres integrating simulation tools into SCM curricula
- **Industry associations:** Trade groups and professional associations running simulations for professional development
- **Employers:** Companies using simulations for training new hires or upskilling employees
- **Non-profits and government bodies:** Offering funded programmes aimed at youth development

STEPS TO IMPLEMENT SIMULATION PROGRAMMES

1.
Choose the appropriate tool
Select from tools like the Beer Game or The Fresh Connection based on learning objectives

2.
Align with learning goals
Tailor the simulation to address specific SCM concepts like logistics or demand management

3.
Prepare participants
Provide orientation and clear instructions before starting the simulation

4.
Facilitate teamwork
Encourage participants to work in teams, simulating real-world collaboration

5.
Monitor and assess
Track decisions and outcomes during the simulation for feedback and performance evaluation

6.
Debrief and reflect
Hold a post-simulation discussion to analyse strategies, outcomes and lessons learned

BEST PRACTICES FOR SETTING UP A SIMULATION PROGRAMME

1. **Define clear objectives and learning goals**

- Establish core learning objectives and identify the critical skills you want participants to develop, such as decision-making, problem-solving or logistics management.
- Align simulation scenarios and tools with these learning objectives to ensure they support the educational goals of the programme.

2. **Start simple and build gradually**

- Begin with basic simulation setups and scenarios to help participants understand fundamental supply chain concepts.
- Gradually introduce more complex scenarios as participants become comfortable, allowing for deeper learning and skill development.
- Distribute the costs and resources needed for expanding the programme over time, ensuring scalability.

3. **Integrate simulations into the existing curriculum**

- Align simulation exercises with ongoing coursework or learning modules to reinforce theoretical concepts with practical application.
- Use simulations to complement and enhance classroom learning, bridging the gap between theory and practice.

4. **Prioritise high-impact scenarios**

- Focus on scenarios that offer the highest educational value, such as demand forecasting or logistics coordination, which are crucial in supply chain management.
- Avoid unnecessary complexity that does not contribute meaningfully to the learning goals of the participants.

5. **Foster partnerships and collaboration**

- Partner with universities, vocational training centres, industry associations or simulation centres to share resources, equipment and expertise.
- Collaborate with local businesses and SCM organisations to design simulations that reflect real-world supply chain challenges.

6. Leverage technology creatively

- Use everyday items or simple tools as props to simulate supply chain activities, keeping costs low.
- Explore virtual or online simulation tools to increase accessibility for participants in remote areas.
- Use video conferencing for collaborative simulations with participants from different locations.

7. Invest in facilitator development

- Provide comprehensive training for instructors and facilitators to ensure they are skilled in guiding participants through simulations and conducting effective debriefing sessions.
- Create a culture of continuous improvement among facilitators by providing ongoing learning opportunities and keeping them updated on new simulation techniques.

8. Implement thorough debriefing

- Conduct detailed debriefing sessions after each simulation to analyse participants' decisions, strategies and outcomes.
- Encourage reflection on what was learned, how different choices impacted the results and how these insights can be applied to real-world supply chain challenges.

9. Measure and evaluate programme effectiveness

- Gather data on the performance of participants and the effectiveness of the simulation in meeting learning objectives.
- Use this data to make continuous improvements to the programme and to refine simulation scenarios.

10. Maintain and upgrade simulation tools

- Regularly maintain simulation equipment and software to ensure smooth operation and a positive learning experience.
- Keep up with the latest developments in SCM simulation tools and techniques to continuously improve the programme.

ONLINE SCM SIMULATION GAMES

SCM Globe
https://www.scmglobe.com

Skill Dynamics Supply Chain Beer Game
https://skilldynamics.com/supply-chain-beer-game/

YOUTH AMBASSADORS PROGRAMMES

A youth ambassadors programme in the SCM sector empowers young individuals to act as advocates for careers in supply chain management, encouraging engagement and participation among their peers. This programme is an effective strategy to attract both students in education and not in education, employment, or training individuals to the SCM workforce.

DEFINITION

A youth ambassadors programme involves young individuals serving as representatives or advocates for the SCM field. These ambassadors promote awareness of SCM careers, mentor peers and inspire interest through leadership, outreach and community engagement activities.

BENEFITS

- **Career advocacy:** Increases awareness and interest in SCM careers, inspiring youth to explore this sector
- **Skill development:** Strengthens ambassadors' leadership, public speaking and communication skills
- **Community impact:** Encourages ambassadors to positively influence their peers and communities, creating a ripple effect in SCM awareness
- **Talent engagement:** Provides a platform to engage NEET youth and students, introducing them to career opportunities in SCM

IMPLEMENTERS

- SCM companies: Collaborate with schools, colleges and educational programmes to provide platforms for youth ambassadors
- Educational institutions: Partner with companies to facilitate ambassador-led activities, including school visits and career workshops
- Non-profit organisations: Provide additional resources, training and support to expand the reach and impact of the programme

TARGET AUDIENCE

- Career exploration: High school and university students curious about SCM careers
- Pre-professional development: NEET youth seeking career guidance and structured entry into the workforce
- Professional development (in-work): Early-career professionals in SCM who want to expand their skills and career prospects by mentoring others

DURATION

A youth ambassadors programme typically spans an academic year, but it may vary depending on organisational goals, school terms or specific outreach initiatives. Ambassadors may also participate in shorter-term projects or events throughout the year

STEPS TO IMPLEMENT A YOUTH AMBASSADOR PROGRAMME

1. Recruitment

Identify and select enthusiastic young professionals in SCM to serve as ambassadors, ensuring they can engage with students and NEET youth

2. Training

Provide training in SCM concepts, public speaking, leadership and peer engagement to prepare ambassadors for outreach

3. Event planning

Organise events such as school visits, workshops, career fairs and online webinars where ambassadors can connect with students and NEET individuals

4. Resource provision

Supply ambassadors with presentation materials, SCM industry information and guidance to enhance their outreach efforts

5. Ongoing support

Maintain regular communication with ambassadors, offering support and feedback to ensure effective engagement

6. Evaluation

Assess the impact of the programme by tracking student interest, feedback from participants, and increased awareness or enrolment in SCM-related courses

BEST PRACTICES FOR A YOUTH AMBASSADOR PROGRAMME

1.

Diverse representation

Select ambassadors from diverse backgrounds to enhance connection with a wide range of youth

2.

Interactive approach

Design events and activities that are hands-on and engaging. Ambassadors should be encouraged to share their personal experiences, facilitate discussions and offer real-world examples of how SCM impacts daily life

3.

Continuous mentorship

Offer ambassadors ongoing mentoring and development opportunities to ensure they grow alongside their roles

4.

Clear objectives

Set specific goals for outreach activities and ambassador participation to measure success and refine efforts

5.

Feedback loop

Establish a feedback system where ambassadors, students and NEET youth can provide input to adapt and improve the programme

SAMPLE WORK-BASED LEARNING FRAMEWORK

1. Programme objectives

Clearly define the goals of the WBL programme. These could include:

- Introducing participants, including NEET youth, to careers in supply chain management (SCM)
- Addressing specific skills gaps within the health SCM sector
- Providing participants with hands-on experience and career exploration opportunities
- Fostering long-term career development through internships, apprenticeships or mentorships

2. Target audience

Identify the primary groups that will benefit from the WBL programme:

- Secondary school students and recent graduates interested in SCM
- NEET youth who need exposure to career opportunities in SCM
- Early-career professionals seeking practical experience
- Existing employees in need of upskilling or cross-training

3. Roles and responsibilities

Outline the responsibilities of all stakeholders involved in the programme:

Employers

- Provide hands-on learning experiences such as internships, apprenticeships or job shadowing
- Design mentorship programmes to pair experienced employees with learners
- Develop real-world tasks and projects that align with SCM career paths
- Offer ongoing support and feedback to participants

Mentors
- Guide participants through daily tasks, offer advice and help them develop practical skills
- Provide regular feedback and facilitate reflection sessions

Participants (learners)
- Engage actively in the WBL activities, asking questions and seeking guidance
- Reflect on their experiences to align with personal career goals

Educators/trainers
- Align WBL activities with academic or training curricula
- Ensure theoretical knowledge is reinforced through practical experiences
- Coordinate with employers to assess participant progress

Government/associations
- Offer regulatory or financial support for WBL activities
- Ensure that WBL aligns with industry standards and national workforce development strategies

4. WBL activities

Define the specific types of WBL activities to be implemented, which can be tailored to the participants' stage of career development:

- Career exploration: Job shadowing, site visits, work tasters
- Pre-professional development: Internships, apprenticeships, mentorships
- In-work development: On-the-job training, professional certifications, advanced workshops

Each activity should have:

- A defined purpose (e.g., exploring career paths, gaining specific SCM skills)
- A duration (e.g., job shadowing for 1-3 days, internships for 2-6 months)
- Assessment criteria to evaluate success (e.g., skill acquisition, participant satisfaction)

5. Assessment and evaluation

Create a method for assessing participant progress and the overall effectiveness of the WBL programme:

Participant assessment
- Regular feedback from mentors and supervisors on performance
- Self-reflection activities or journals to track learning progress
- Formal evaluations at the end of each WBL activity

Programme evaluation
- Surveys and feedback forms from participants, mentors and employers
- Analysis of performance data, such as skill development, job placement rates or retention rates in SCM careers
- Ongoing adjustments to improve the programme based on feedback and data

6. Support mechanisms

- Ensure participants have access to support throughout their WBL experience:
- Mentorship programmes that guide participants through challenges
- Access to peer groups or discussion forums for shared learning
- Additional training in soft skills, such as communication, teamwork or time management
- Support services, particularly for NEET youth, such as transportation assistance or mental health services

7.

Health and safety

Establish clear protocols to protect participants during WBL activities:

- Health and safety training specific to the work environment
- Safeguarding protocols, especially for NEET youth or vulnerable groups
- Risk assessments and contingency planning for emergencies

8.

Recognition and rewards

Recognise and celebrate achievements to keep participants motivated:

- Certificates for completing internships, apprenticeships or other WBL activities
- Public recognition of high-performing participants and mentors (e.g., awards, newsletters, social media)
- Opportunities for further training or full-time job offers for successful participants

9.

Sustainability and continuous improvement

Ensure the long-term sustainability of the WBL programme by:

- Regularly reviewing the programme to ensure it remains aligned with industry needs
- Gathering feedback from all stakeholders and making data-driven adjustments
- Expanding partnerships with local businesses, NGOs or government agencies to broaden the programme's reach

RISK MANAGEMENT AND SAFEGUARDING

Ensuring the safety and well-being of all participants, especially NEET youth and vulnerable populations, is crucial during WBL activities such as internships, apprenticeships and site visits. Establishing risk management and safeguarding protocols is essential to protect participants, organisations and employers. These guidelines offer a structured approach to safeguarding in WBL programmes.

SAFETY AND SAFEGUARDING PROTOCOLS

1. Pre-participation assessment

- Conduct a thorough risk assessment of the workplace or site visit location to identify any potential safety or safeguarding risks.
- Ensure that the host organisation is compliant with health and safety regulations, including fire safety, first aid provisions and workplace hazard management.
- For NEET youth or vulnerable participants, assess specific needs, including mental health considerations, accessibility and personal safety concerns.

2. Safeguarding policy

- Develop a safeguarding policy outlining how the organisation will protect participants, particularly minors and vulnerable groups. This policy should include procedures for reporting concerns, contact details of safeguarding officers and guidelines for interaction with participants.
- Ensure all staff, mentors and employers involved in WBL activities are trained on safeguarding policies, including recognising signs of abuse or distress and how to act accordingly.

3. Background checks

- Require background checks (e.g., DBS checks in the UK) for all staff and mentors working directly with NEET youth and vulnerable participants.
- Ensure that these checks are updated regularly and that any issues identified during checks are handled swiftly and appropriately.

4. Participant orientation

- Provide all participants with a detailed orientation covering safety guidelines, reporting protocols and their rights during the programme.
- Make participants aware of who they can approach with any concerns related to their safety, well-being or work environment.

5. Supervision and support

- Assign dedicated mentors or supervisors who are responsible for ensuring the well being of participants. The ratio of supervisors to participants should ensure adequate oversight.
- Provide regular check-ins, especially for NEET youth, to address any challenges or concerns early.
- Offer a support system that includes mental health services, peer support or access to counselling if necessary.

6. Clear communication channels

- Establish clear, confidential channels for participants to report any concerns regarding their safety or well-being, whether related to the work environment or interactions with mentors and supervisors.
- Ensure that participants know how to access these channels and that all reports will be taken seriously and acted upon promptly.

7. Incident response and reporting

- Develop a clear protocol for responding to and managing incidents that may occur during WBL activities. This should include reporting, documenting and escalating issues such as accidents, harassment or safety breaches.
- Conduct an investigation for any reported incidents, ensuring appropriate follow-up, including support for the participant and necessary adjustments to safety measures.

8. Health and safety training

- Provide participants with health and safety training specific to their workplace or site visit environment. This may include training on equipment use, emergency procedures and recognising and reporting unsafe conditions.
- Ensure that NEET youth and vulnerable individuals are provided with extra support and guidance during the training to ensure understanding.

9. Parental or guardian consent (if applicable)

- For participants under 18, obtain written consent from parents or guardians before they engage in any WBL activity.
- Provide guardians with clear information about the programme, including the safety measures and protocols in place to protect their child

10. Contingency planning

- Develop contingency plans for managing emergency situations, such as accidents, sudden illness or natural disasters, to ensure participants' safety.
- Ensure all mentors, supervisors and participants are aware of these plans and can act accordingly.

11. Monitoring and evaluation

- Regularly monitor safeguarding measures and evaluate their effectiveness at various stages of the programme.
- Collect feedback from participants to identify any areas of concern or opportunities for improvement in safeguarding practices.

MONITORING, EVALUATION AND CONTINUOUS IMPROVEMENT

CONTINUOUS MONITORING OF WBL PROGRAMMES

Ongoing monitoring helps assess the effectiveness of WBL activities, identify potential challenges and improve participant experiences. Key strategies include:

1. **Routine tracking**

Implement a system to monitor participant progress and overall programme performance throughout the duration of the WBL activity.

2. **Feedback loops**

Create accessible feedback forms, surveys and focus groups to collect participant, mentor and employer input. Use the feedback to inform future adjustments to the programme.

3. **Open communication channels**

Facilitate regular communication between participants, mentors and employers, encouraging collaboration and continuous learning.

ROUTINE EVALUATIONS TO ENSURE ALIGNMENT WITH INDUSTRY STANDARDS

1. **Scheduled review sessions**

Conduct evaluations against KPIs such as skill acquisition, participant engagement and employment outcomes.

2. **External audits**

Periodically engage external experts or consultants to assess the programme and offer new perspectives on improvement.

CELEBRATING ACHIEVEMENTS AND STRUCTURED RECOGNITION

Recognising the achievements of participants, mentors and employers fosters a positive learning environment and encourages continuous improvement.

1.

Recognition programmes

Establish criteria for recognising participants and organisations that demonstrate excellence in WBL roles. Use platforms such as websites or newsletters to profile successful cases.

2.

Live engagement sessions

Organise interactive webinars and Q&A panels to share case studies, insights and hands-on experiences with WBL participants.

SAMPLE TEMPLATES

MENTORSHIP AGREEMENT TEMPLATE

This template formalises the expectations and roles of mentors and mentees, ensuring both parties are aligned on the goals and outcomes of the mentorship relationship.

Mentor name _____

Mentee name _____

Mentorship objectives

Define the learning objectives or career goals for the mentee.

- Example: "To provide guidance on career advancement within SCM and help the mentee develop specific skills in logistics management."

Responsibilities

Mentor

- Offer regular guidance and support through scheduled meetings.
- Provide industry insights, including career advice and SCM trends.
- Give constructive feedback on professional growth and skill development.

Mentee

- Be proactive in scheduling meetings and preparing discussion topics.
- Engage with all feedback and apply lessons to their professional development.
- Complete any agreed-upon tasks or learning activities between meetings.

Frequency
Every [two weeks/monthly]

Duration
30 minutes/1 hour

Mode of communication
In-person, virtual, phone

Confidentiality

Both parties agree to keep discussions confidential unless otherwise agreed.

Agreement duration

This mentorship agreement will run from [start date] to [end date], with the option to review and extend based on mutual consent.
This mentorship agreement will run from [start date] to [end date], with the option to review and extend based on mutual consent.

Signatures

Mentor name _____   Date _____

Mentee name _____   Date _____

Both parties agree to keep discussions confidential unless otherwise agreed.

INTERNSHIP/APPRENTICESHIP AGREEMENT TEMPLATE

A sample contract outlining the responsibilities of interns/apprentices and employers, including the duration, roles and expectations for both parties.

Employer name   _____

Intern/apprentice name   _____

Position

Role/title: [Supply chain intern/apprentice]

Department: [Logistics, procurement, etc.]

Supervisor   _____

Duration

Start date   _____

End date   _____

Working hours: [e.g., 9:00 AM – 5:00 PM, 3 days per week]

Learning objectives

Define the skills and competencies the intern/apprentice should develop.

Example: "Gain experience in inventory management systems and develop analytical skills for supply chain forecasting."

Responsibilities

Employer
- Provide relevant training and work tasks that align with the internship/ apprenticeship goals.
- Assign a supervisor/mentor to guide the intern/apprentice.
- Offer feedback on performance and areas of improvement.

Intern/apprentice
- Complete assigned tasks within the agreed-upon timeframes.
- Demonstrate a commitment to learning and applying new skills.
- Adhere to company policies, including attendance, confidentiality and professional conduct.

Compensation benefits

Stipend/salary   _____

Other benefits   [e.g., transport reimbursement, meal allowance]

Evaluation

The intern/apprentice will receive formal feedback at the end of the programme with an option to discuss further career opportunities.

Termination clause

Either party may terminate this agreement with [1-2 weeks] notice.

Signatures

Employer   _____   Date   _____

Intern/apprentice   _____   Date   _____

PARTICIPANT EVALUATION FORM (INTERN/APPRENTICE)

Feedback forms for participants to assess their experience, focusing on areas such as skills development, mentorship quality and overall programme effectiveness.

Participant name _____

Participant title _____

How would you rate the following on a scale of 1-5? (1 being poor, 5 being excellent)

1. Overall experience | 1 | 2 | 3 | 4 | 5 |
2. Relevance of tasks to learning goals | 1 | 2 | 3 | 4 | 5 |
3. Support from mentor/supervisor | 1 | 2 | 3 | 4 | 5 |
4. Quality of training provided | 1 | 2 | 3 | 4 | 5 |
5. Opportunities for skill development | 1 | 2 | 3 | 4 | 5 |

Additional feedback

• What did you find most valuable about this experience?

• What improvements could be made to this programme?

• Would you recommend this programme to others? Why or why not?

EMPLOYER EVALUATION FORM (INTERN/APPRENTICE)

Feedback forms for participants to assess their experience, focusing on areas such as skills development, mentorship quality and overall programme effectiveness.

Intern/apprentice name ———————————————

Supervisor name ———————————————

How would you rate the intern/ apprentice on the following criteria?

1. Quality of work   1 2 3 4 5
2. Professionalism and reliability   1 2 3 4 5
3. Initiative and willingness to learn   1 2 3 4 5
4. Communication skills   1 2 3 4 5
5. Teamwork and collaboration   1 2 3 4 5

Additional feedback

*   What were the intern/apprentice's strengths?
*   Areas for improvement:
*   Would you consider offering a full-time position to this intern/apprentice? Why or why not?

PARTICIPANT APPLICATION FOR WORK-BASED LEARNING OPPORTUNITIES

Instructions: Please complete this form to apply for WBL opportunities (e.g., internships, apprenticeships, job shadowing). Your application will help us match you with the appropriate experience based on your background and career interests.

Personal information

Full name _____

Date of birth _____

Contact number _____

Email address _____

Address _____

Personal information

Highest level of education

Secondary school ☐

Vocational training ☐

Undergraduate ☐

Graduate ☐

Other (please specify) ☐

Current institution (if applicable) _____

Career interests

Which area(s) of supply chain management are you interested in?

Logistics ☐

Procurement ☐

Warehousing ☐

Inventory management ☐

Transportation ☐

Other (please specify) _____

What do you hope to gain from this WBL opportunity?

(e.g., skills, industry experience, career insights):

_____

_____

_____

Preferred role and programme

Type of WBL opportunity

Internship ☐

Apprenticeship ☐

Job shadowing ☐

Mentorship ☐

Site Visit ☐

Other (please specify) _____

Preferred duration

1-2 weeks ☐

1-2 months ☐

3-6 months ☐

Flexible ☐

Availability

Start date   ————————————————

End date   ————————————————

Additional information

Why do you want to participate in this programme?

————————————————————————————————

————————————————————————————————

————————————————————————————————

Any special needs or accommodations required?

————————————————————————————————

————————————————————————————————

————————————————————————————————

Declaration: I confirm that the information provided is accurate to the best of my knowledge.

Signature   ————————————————

Date   ————————————————

PARTICIPANT PROGRESS REPORT FORM

Customisable form for participants to apply for WBL opportunities such as job shadowing, internships and apprenticeships, detailing their career goals and interests.

Participant information

Full name   _____

Role   _____

Supervisor/mentor   _____

WBL programme type

Internship   ☐

Apprenticeship   ☐

Job shadowing   ☐

Mentorship   ☐

Other: _____

Reporting period

From   _____

To   _____

1. Skills development

List the specific skills the participant has developed during this period

_____

_____

_____

How well is the participant applying these skills in real-world scenarios?

Excellent ☐
Good ☐
Satisfactory ☐
Needs improvement ☐

2. Attitude and professional behaviour

Has the participant demonstrated professionalism in the workplace (e.g., punctuality, communication, teamwork)?

Always ☐
Often ☐
Sometimes ☐
Rarely ☐

3. Progress towards learning goals

Are the participant's learning goals being met?

Fully met ☐
Partially met ☐
Not yet met ☐

Comments on progress

_____

_____

_____

4. Areas for improvement
List specific areas where the participant can improve

_____

_____

_____

5. Mentor/supervisor feedback

What additional support or resources can help the participant achieve their goals?

_____

_____

_____

Addional comments

_____

_____

_____

Participant's feedback

How do you feel about your progress so far?

_____

_____

_____

Addional comments

_____

_____

_____

Signatures

Supervisor/mentor signature _____

Date _____

Participant signature _____

Date _____

EMPLOYER FEEDBACK FORM

Instructions: Please provide feedback on the participant's performance during their WBL experience. Your insights are valuable in improving our programme and supporting the participant's career development.

Employer information

Full name _____

Role _____

Organisation name _____

Participant's full name _____

Role: _____

Supervisor's full name: _____

Type of WBL programme:

Internship ☐

Apprenticeship ☐

Job shadowing ☐

Mentorship ☐

Other: ☐ _____

1. Participant's performance

How well did the participant perform their assigned tasks?

Excellent ☐

Good ☐

Satisfactory ☐

Needs improvement ☐

Did the participant show initiative and a willingness to learn?

Always ☐

Often ☐

Sometimes ☐

Rarely ☐

2. Skills development

Which skills did the participant demonstrate during their time with your organisation?
(Select all that apply)

Technical skills ☐

Problem-solving ☐

Communication ☐

Time management ☐

Teamwork ☐

Other: _____

3. Professional behaviour

Did the participant demonstrate professionalism?
(e.g., punctuality, communication, attitude)

Always ☐

Often ☐

Sometimes ☐

Rarely ☐

4. Contribution to the organisation

Did the participant's work have a positive impact on your organisation?

Yes ☐

Somewhat ☐

No ☐

Please provide specific examples:

_____

_____

_____

5. Areas for improvement

In which areas can the participant improve?

_____

_____

_____

6. Overall satisfaction

How satisfied are you with the participant's overall performance?

Very satisfied ☐

Satisfied ☐

Neutral ☐

Dissatisfied ☐

7. Future opportunities

Would you consider offering this participant a full-time position or another WBL opportunity?

Yes ☐

No ☐

Unsure ☐

Additional comments

_____

_____

_____

Signatures

Supervisor/employee signature _____

Date _____

Participant signature _____

Date _____

SPEAKER INVITATION TEMPLATE LETTER

This template can be used to invite industry experts to speak at WBL events such as workshops, seminars or career talks. Here's a sample structure:

[Your organisation's name]
[Your address]
[City, postcode]
[Email address]
[Phone number]
[Date]
[Speaker's name]
[Job title]
[Company name]
[Company address]
[City, postcode]

Dear [Speaker's name],

We are pleased to invite you to speak at our upcoming [Event name], scheduled for [Event date], organised by [Your organisation's name] as part of our work-based learning programme in health supply chain management (SCM).

The event will provide participants with insights into SCM careers and real-world industry challenges. Your expertise in [Topic or SCM area] would be invaluable to our participants as they prepare for careers in this field.

The event will take place at [Venue or virtual platform] and will involve a [Duration] presentation followed by a [Duration] interactive Q&A session.

We believe your contribution will inspire and equip our participants with critical knowledge and skills. Please let us know if you would be available to join us. We would be honoured to host you and look forward to your positive response.

Thank you for considering this invitation.

Kind regards,
[Your name]
[Job title]
[Your organisation]