C&D CHART	Year 1																													
Complete ✓/×																														
YEAR 1 OBJECTIVES…..try to complete across the year	H&S Induction	Depot site induction	Staff Introduction to Managers/Supervisors/Staff	E-Learning Courses	Equipment Familirisation	Wheel Removal Procedure	Vehicle Familiarisation	Tyre Awareness	Stores parts understanding	1 week YELLOW servicing	1 week Green Servicing	1 week BLUE servicing	1 week PINK servicing	Braking system - Servicing	Braking system - Awareness	Replace all filters	Replace all lubricants	Valves & Tappet adjustment	Remove and test Charge Cooler	Wheel Alignment	Remove and test Batteries	Engine Overhaul	Gearbox overhaul	Vehicle Engine Repairs	Air System - Awareness	Steering System - Awareness	Suspension System - Awareness	Cooling systems - Awareness	Fuel System - Awareness	Coachbuilder Duties	
	Year 2																													
Complete ✓/×																														
YEAR 2 OBJECTIVES……all objectives to be completed by end of year two	ZF Transmission Training	Volvo - IMPACT	Volvo - Guided Diagnostics	S/F Coachbuilding	S/F Welding	1 Week Vex training	x10 Yellow Servicing	x10 Green Servicing	x5 Blue Servicing	x5 Pink Servicing	Engine Mechanical Jobs	Cooling System Jobs	Air System Jobs	Exhaust/Emission Reduction Jobs	Diesel Fuel Injection Jobs	Engine Hydraulic System Jobs	Brake System Jobs	Suspension System Jobs	Steering System Jobs	Engine Overhaul	Major Unit Replacement	Coach Builder Duties	6 Weeks Working With Electrical Based Technician	Door & Ramps	Windscreen Washers/Wipers	Heater and Ventilation System	Body Electrical System	Battery/Starter/Charging System			

	Year 3																													
Complete ✓/×																														
YEAR 3 OBJECTIVES……all objectives to be completed by end of year three	**GTG Welding Course**	**PSV Licence**	**Road Side Assistance Training**	**High Voltage Training**	**2 Weeks Vex Pass Out**	**Shift Mechanic Cover (Supervised) 24 weeks**						**Shift Mechanic Cover (Unsupervised) 24 Weeks**						**Backshift Cover**						**Yellow Servicing**	**Green Servicing**	**Blue Servicing**	**Pink Servicing**	**Mechanical Jobs**	**Electrical Jobs**	**Coachbuilding Jobs**		

Mentor Programme - Mature 1st Year Apprentice Workplan

Apprentice Name:

Start Date : **Location:**

Objectives	Competence description	Success indicators	Types of Jobs required	Job numbers	Mentor Names	Complete
1	H&S Induction	Succesful completion form	N/A			
2	Depot site induction	Succesful completion form	N/A			
3	Staff Introduction to Managers/Supervisors/Staff	Manager reviewed Introduction to Supervisors/Staff all carried out	N/A			
4	E-Learning Courses	E-Learning Complete	N/A			
5	Equipment Familairisation	Manager reviewed	N/A			
6	Wheel Removal procedure	Tool box talk completed and signed	Removal Service Sheets			
7	Vehicle Familiarisation	2 week VEX block training programme completion and signed	Vehicle inspections			
8	Tyre awareness	Understanding of Tyres (sizes, cuts, tread)	N/A			
9	Stores parts understanding	2 days to be completed in depot stores	Parts Service Sheets			
10	1 week YELLOW servicing	10 job cards - 1 week block	YELLOW service sheets			
11	1 week GREEN Servicing	10 job cards - 1 week block	GREEN service sheets			
12	2 week BLUE servicing	5 job cards - 2 week Block	BLUE service sheets			
13	2 week PINK servicing	5 job cards - 2 week Block	PINK service sheets			
14	Braking system - **Servicing**	Evidence provided through completed service sheets x15	Strip and check, diaphragms replacement, measuring thickness etc.			
15	Braking system - **Repair**	Evidence provided through completed Job cards x15	Caliper, pads, discs replacement etc.			
16	Replace all filters	Visual guidance and evidence of job cards	Oil & filter replacements			
17	Replace all lubricants	Visual guidance and evidence of job cards	Oil & filter replacements			
18	Valves & Tappet adjustment	Valve and injectors set using guidance. 3 x Job cards	Valve clearance checks and adjustments			
19	Remove and test charge cooler	Evidence provided through service sheets	Intercooler removal and refit			
20	Wheel Alignment	Competent at setting up vehicle wheel alignement	use of tracking gauges on servicing and setting up after component replacements			
21	Remove and test Batteries	Evidence provided through service sheets	Battery Replacement, Health checks with printout			
22	Engine Overhaul	Engine - Stripdown & Build up 1 week at Marine overhauling	Engine repair			
23	Gearbox overhaul	Gearbox - removal & fitment	Gearbox service sheets			
24	Vehicle Engine Repairs	Evidence provided through completed Job cards	Timing gears. Head gasket, Pistons and Liners, Camshaft			
25	Air System - Awareness	Evidence provided through service sheets 10	Air system faults, air drier repacement, compressor fault/replacement			
26	Steering System - Awareness	Evidence provided through completed Job cards x10	Drag link, track rod end, track rod etc.			
27	Suspension System - Awareness	Evidence provided through completed Job cards x10	Air bags, Pedistals, Shock absorbers etc			
28	Cooling systems - Awareness	Evidence provided through completed Job cards x10	Hoses, thermostat, radiator, antifreeze replacements etc.			
29	Fuel System - Awareness	Evidence provided through completed Job cards x10	Fuel tank, Injector, sleeves. Sensors			

Objectives	Job Numbers	Job Numbers	Job Numbers	Job Numbers	Job Numbers	Job Numbers	Job Numbers	Job Numbers	Job Numbers	Job Numbers	Job Numbers	Job Numbers	Job Numbers	Job Numbers	Job Numbers
10	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:
	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:
11	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:
	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:
12	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:
	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:
13	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:
	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:
14	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:
	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:
	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:
15	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:
	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:
	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:
16	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:
	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:
	Colour:	Colour:	Colour:	Colour:	Colour:	Colour:	Colour:	Colour:	Colour:	Colour:	Colour:	Colour:	Colour:	Colour:	Colour:
17	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:
	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:
	Colour:	Colour:	Colour:	Colour:	Colour:	Colour:	Colour:	Colour:	Colour:	Colour:	Colour:	Colour:	Colour:	Colour:	Colour:
18	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:
	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:
19	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:
	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:
20	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:
	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:
21	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:
	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:
	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:
22	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:
	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:
23	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:
	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:
24	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:
	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:
25	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:
	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:
	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:
26	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:
	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:
	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:
27	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:
	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:
	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:
28	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:
	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:
	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:
29	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:
	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:

								Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:
30	Coach Builder Duties	Evidence provided through completed Job cards x10	Panel replacements, damage repairs, filling, painting				30	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:
								Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:
								Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:

Mentor Programme - 2nd Year Mature Apprentice Workplan

Apprentice Name:

Start Date : **Location:**

Objectives	Competence description	Success indicators	Types of Jobs required	Job numbers	Mentor Names	Complete	Objectives	Job Numbers	Job Numbers	Job Numbers	Job Numbers	Job Numbers	Job Numbers	Job Numbers	Job Numbers	Job Numbers	Job Numbers	Job Numbers	Job Numbers	Job Numbers	Job Numbers
1	ZF Transmission Training	1 week training to be delivered by ZF at their Nottingham site	N/A				1														
2	Volvo Training - Introduction to IMPACT	Course Completion	N/A				2														
3	Volvo Training - Guided Diagnostics	Course Completion	N/A				3														
4	S/F Coach Building	2 weeks at Seafield carrying out repairs, painting, paneling, upholstering, welding	N/A				4														
5	Welding	Welding training at Seafield 1 Week learning and understanding metals and welding ability	Competance Shown carrying out welding				5														
6	1 Week VEX Training	Inspection Job cards including MOT checks (coincide with college requirements)	MOT checks, 28 day Inspections				6	Bus: Date: Type:	Bus: Date: Type:	Bus: Date: Type:	Bus: Date: Type:	Bus: Date: Type:	Bus: Date: Type:	Bus: Date: Type:	Bus: Date: Type:	Bus: Date: Type:	Bus: Date: Type:	Bus: Date: Type:	Bus: Date: Type:	Bus: Date: Type:	Bus: Date: Type:
7	YELLOW Servicing	10x Inspection Sheets	YELLOW Fully Complete Service Sheets Working With Tradesmen				7	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:
8	GREEN Servicing	10x Inspection Sheets	GREEN Fully Complete Service Sheets Working With Tradesmen				8	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:
9	BLUE Servicing	5x Inspection Sheets	BLUE Fully Complete Service Sheets Working With Tradesmen				9	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:
10	PINK Servicing	5x Inspection Sheets	PINK Fully Complete Service Sheets Working With Tradesmen				10	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:
11	Engine Mechanical	Produce evidence of carrying out 15 x Job cards diagnosing & repairs on engine mechanical faults.	e.g. timing gear fault, head gasket, short motor, tappets, valves, aux drive, sump joints, crank seal				11	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:
12	Cooling Systems	Produce evidence of carrying out 15 x Job cards diagnosing & repairs on COOLING system & components	e.g radiator, water pump, thermostat, head gasket, cooling fan.				12	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:
13	Air System	Produce evidence of carrying out 15 x Job cards diagnosing & repairs on AIR SYSTEMS systems & components	e.g compressor, pipes, valves, air bags				13	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:
14	Exhaust/Emission Reduction	Produce evidence of carrying out 15 x Job cards diagnosing & repairs on EXHAUST EMISSIONS system and components.	e.g Ad-blue faults, nox sensors, ad blue tank replacement, sensors, HJS System Repairs				14	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:
15	Diesel Fuel Injection	Produce evidence of carrying out 15 x Job cards diagnosing & repairs on DIESEL FUEL INJECTION system & components	e.g fuel tank, injector, fuel pump, eng management, ECU systems				15	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:
16	Engine - Hydraulic System	Produce evidence of carrying out 15 x Job cards diagnosing & repairs on ENGINE HYDRAULIC system & components	e.g pumps, pipes, gears				16	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:
17	Brake System	Produce evidence of carrying out 15 x Job cards diagnosing & repairs on BRAKING system & components	e.g pads & discs, caliper, chambers, handbrake faults				17	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:
18	Suspension System	Produce evidence of carrying out 15x Job cards diagnosing & repairs on SUSPENSION system & components	e.g. air bags, suspension valves, shock absorber				18	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:
19	Steering System	Produce evidence of carrying out 15 x Job cards diagnosing & repairs on STEERING system & components	e.g track rod/end, steering box, drag link				19	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:
20	Engine Overhaul	Engine - Stripdown & Build up 1 week at Marine overhauling	Engine Repair				20	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:
21	Major Unit Replacement	Major units - removal & fitment	Gearbox/Axle/Engine Replacement				21	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:
22	Coach Builder Duties	Produce evidence of carrying out 10 x Job cards on coach-builder duties	e.g Panel replacements, damage repairs, filling, painting				22	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:
23	6 Weeks Working with Electrical Based Technician in workshop	Understanding of electrical repairs, 10x job cards to provide evidence, reading wiring diagrams, diagnosing and repairing faults.	e.g diagnosing ecu lights, wiring repairs				23	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:
24	Doors and Ramps	Produce evidence of carrying out 10 x Job cards diagnosing & repairs on Doors & Ramp system & components	e.g wiring repairs, ramp replacement, spool valves, relays				24	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:
25	Windscreen Washers/Wipers	Produce evidence of carrying out 10 x Job cards diagnosing & repairs on Windscreen washers/wipers system & components	e.g wipers, motors, washers, wiring, relays				25	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:
26	Heating and ventilation Systems	Produce evidence of carrying out 10 x Job cards diagnosing & repairs on Heating and Ventilation Systems	e.g Heater/demister motors, Controllers, Wiring				26	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:
27	Body Electrical Systems	Produce evidence of carrying out 15 x Job cards diagnosing & repairs on Body Electrical Systems	e.g Doors/buzzers/bells/bus stopping signs/destination screens and controllers/Lighting systems/ USB Chargers				27	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:
28	Battery/Starter/Charging	Produce evidence of carrying out 10 x Job cards diagnosing & repairs on Battery/Starter/Charging Systems	e.g Battery Replacement/Alternator Replacement/Starter Replacement/Wiring Repairs/Relays				28	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:	Bus: Date: Job:

Mentor Programme - 3rd Year Mature Apprentice Workplan

Apprentice Name:

Start Date : **Location:**

Objectives	Competence description	Success indicators	Types of Jobs required	Job numbers	Mentor Names	Complete	Objectives	Job Numbers	Job Numbers	Job Numbers	Job Numbers	Job Numbers	Job Numbers	Job Numbers	Job Numbers	Job Numbers	Job Numbers
1	GTG Welding Course	Course Completion	N/A				1										
2	PSV Licence	Full PSV Licence Achieved	Achieve Licence				2										
3	VR3 Roadside Assistance Training	Complete VR3 Roadside Assistance Training Course	Course Completion				3										
4	High Voltage/Hybrid Training	Completion of Level 3 course, Competant at working on High Voltage Vehicles	Course Completion				4										
5	Shift Mechanic Cover	24 Weeks Working with a Shift Mechanic on the shift rota, including attending breakdowns and carrying out the daily run out	Job Card, Shift Sheets (run out etc)				5	**Date Started:**									
								Date Completed:									
6	Shift Mechanic Unsupervised	24 Weeks Covering all aspects of the shift mechanic rota, including attending breakdowns, ability to work alone confidently and competantly, abiding by health and safety	Job Cards, Shift Sheets (run out etc)				6	**Date Started:**									
								Date Completed:									
7	Backshift Cover	4 Weeks Covering the Backshift Mechanic Duties.	Job Cards, Shift Sheets				7	**Date Started:**									
								Date Completed:									
8	2 Weeks VEX Pass Out	2 Weeks VEX Course Completion, including pass out by via the company auditor	N/A				8	**Start Date:**		**End Date:**		**Pass Out Date:**					
9	MOT Preperation and Recification work	Understanding of MOT Process and completed job sheets	MOT Prep Work				9	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**
								Date:	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**
10	YELLOW Servicing	10x Inspection Sheets	YELLOW Fully Complete Service Sheets				10	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**
								Date:	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**
11	GREEN Servicing	10x Inspection Sheets	GREEN Fully Complete Service Sheets				11	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**
								Date:	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**
12	BLUE Servicing	5x Inspection Sheets	BLUE Fully Complete Service Sheets				12	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**
								Date:	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**
13	PINK Servicing	5x Inspection Sheets	PINK Fully Complete Service Sheets				13	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**
								Date:	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**
14	Mechanical Work	Produce evidence of carrying out 25 x Mechanical Jobs, including Diagnosis and Repair	Various mechanical jobs from a variety of different systems				14	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**
								Date:	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**
								Job:	**Job:**	**Job:**	**Job:**	**Job:**	**Job:**	**Job:**	**Job:**	**Job:**	**Job:**
								Bus:	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**
								Date:	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**
								Job:	**Job:**	**Job:**	**Job:**	**Job:**	**Job:**	**Job:**	**Job:**	**Job:**	**Job:**
								Bus:	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**
								Date:	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**
								Job:	**Job:**	**Job:**	**Job:**	**Job:**	**Job:**	**Job:**	**Job:**	**Job:**	**Job:**
15	Electrical Work	Produce evidence of carrying out 25 x Electrical Jobs, including Diagnosis and Repair	Various electrical jobs from a variety of different systems				15	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**
								Date:	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**
								Job:	**Job:**	**Job:**	**Job:**	**Job:**	**Job:**	**Job:**	**Job:**	**Job:**	**Job:**
								Bus:	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**
								Date:	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**
								Job:	**Job:**	**Job:**	**Job:**	**Job:**	**Job:**	**Job:**	**Job:**	**Job:**	**Job:**
16	Body Work	Produce evidence of carrying out 15 x Body Jobs, including Diagnosis and Repair	Various body jobs from a variety of different systems				16	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**
								Date:	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**
								Job:	**Job:**	**Job:**	**Job:**	**Job:**	**Job:**	**Job:**	**Job:**	**Job:**	**Job:**
								Bus:	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**	**Bus:**
								Date:	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**	**Date:**
								Job:	**Job:**	**Job:**	**Job:**	**Job:**	**Job:**	**Job:**	**Job:**	**Job:**	**Job:**