

C&D CHART		Year 1															
Complete ✓/*																	
YEAR 1 OBJECTIVES.....try to complete across the year	H&S Induction	Depot site induction	Staff Introduction	E-Learning Courses	Equipment Familiarisation	Vehicle Familiarisation	Stores Training	S/F Paintshop	S/F sheet metal work	S/F Trimming	S/F Woodshop/Plastics	S/F Vinyl floor fitting & Welding	S/F Vyniling	S/F vehicle panel repairs	Depot work (Servicing items/Repairs)		
		Year 2															
Complete ✓/*																	
YEAR 2 OBJECTIVES.....all objectives to be completed by end of year two	Electrical Training	VEX Training	S/F paintshop	S/F sheet metal work	S/F Trimming	S/F Woodshop/Plastics	S/F Vinyl floor fitting & Welding	S/F vinyling panels/vehicles	Depot work (Servicing & Repair Work)	MOT/Prep & repairs	Major vehicle refurbishment work						
		Year 3															
Complete ✓/*																	
YEAR 3 OBJECTIVES.....all objectives to be completed by end of year three	Work with dayshift builder carrying out repairs and ability to carry out tasks alone (servicing/running defects/repairs)																
						Vex training	GTG Welding Course	Assemble bus & coach body componenets	Remove, repair and replace body work componenets	Prepare & refinish body panels & component parts	MOT/Prep & repairs	S/F Paintshop	S/F Paintshop	Electrical training	Ramp system	Door System	Driver seat system
		Year 4															
Complete ✓/*																	
YEAR 4 OBJECTIVES.....all instructor lead course at managers discession	Backshift work	work with dayshift builder carrying out repairs and ability to carry out tasks alone	Electrical training	Major refurbishment work	Ability to work unsupervised complete on-site repairs.							Car driving licence	PSV licence	Road side training	VEX Pass out	E-Learning courses	

# Mentor Programme - 1st year Apprentice Workplan

Date :

Objectives	Competence description	Success indicators	Duration	types of Jobs required
1	H&S Induction	Successful completion form	N/A	N/A
2	Depot site induction	Successful completion form	N/A	N/A
3	Staff Introduction to Managers/Supervisors/Staff	Manager reviewed Introduction to Supervisors/Staff all carried out	N/A	N/A
4	E-Learning Courses	E-Learning Complete	1 Month	N/A
5	Equipment Familiarisation	Manager reviewed	N/A	N/A
6	Vehicle Familiarisation	2 week VEX block training programme completion and signed	2 weeks	Completed VEX inspection sheets
7	Stores Training	2 week covering all aspect of stores. Ordering and purchasing. Parts identification, screws, bolts, panels etc	2 weeks	N/A
8	S/F Paintshop	Understanding/knowledge of: Paint types & uses/Brush painting/Aresol painting. Prep work, paint mixing, undercoating, top coating. Spraybooth, housekeeping duties (booth cleaning, filter changing, importance of cleaning & maintaining tools. Correct use of PPE	6 Weeks	Various aspects of coachbuilding duties
9	S/F Sheet metal work	Understanding/knowledge of: Metal types, thickness and uses. Welding & Brazing. Use of workshop equipment Guillotine, folder, rollers, bandshaw, nibbler & press. Correct use of PPE	6 Weeks	Various aspects of coachbuilding duties
10	S/F Trimming	Understanding/Knowledge of: material types & uses. Foam & filler types & uses. Marking & stitching of covers. Cover fitment. Proper use of Machines & tools. Correct use of PPE	4 Weeks	Various aspects of coachbuilding duties
11	S/F Woodshop & Plastics	Understanding/Knowledge of: GRP repair & cattaloy finish. Mould making. Timber types and uses. Proper use of machines. Correct use of PPE	6 Weeks	Various aspects of coachbuilding duties
12	S/F vinyl floor fitting & welding	Understanding/Knowledge of: Measuring, cutting & fitment of vinyl flooring. Use of correct adhesive. Correct use of PPE	4 Weeks	Various aspects of coachbuilding duties
13	S/F Vinyling	Understanding/Knowledge of: Design, Cutting & weeding of vinyls. Process for fitment and wrap preperation	2 Weeks	Various aspects of coachbuilding duties
14	S/F Vehicle repairs	Carry out vehicle repair preparation, repairs, panel replacement, painting & vinyl fitment	4 Weeks	Various aspects of coachbuilding duties
15	1 week VEX Training	1 week VEX identifying body repairs, vehicle presentation standards including vinyl placement, damage panels, poor paintwork	1 Week	Completed VEX inspection sheets

Apprentice Name:

Location:

Job numbers	Mentor Names	Complete	Objectives	Job Numbers	Job Numbers	Job Numbers	Job Numbers
			1				
			2				
			3				
			4				
			5				
			6				
	C. Barclay		7				
	M. Robertson		8				
	S. Watson		9				
	G. Beaton		10				
	J. Collins		11				
	J. Collins		12				
	G. Carberry		13				
			14				
			15				







