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	Wheel alignment	Remove and test Charge Cooler	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			
	Year 2																														
Complete ✓/×																															
YEAR 2 OBJECTIVES……ALL objectives to be completed by end of year two	ZF Transmission Training	Volvo - IMPACT	Volvo - Guided Diagnostics	Manufacturers Visit	S/F Coachbuilding	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						

	Year 3																														
Complete ✓/×																															
YEAR 3 OBJECTIVES……ALL objectives to be completed by end of year three	GTG Welding Course	MOT Preperation and Rectification Work	Engine Mechanical	Cooling System	Air system	Instrumentation & warning systems	Exhaust/Emission Reduction	Diesel Fuel Injection	Engine - Hydraulic System	Brake System - Mechanical	Suspension Systems	Steering Systems	Engine Overhaul	Major Unit Replacement	Coach Builder Duties	8 Weeks Training with Electrical Based Technician	Doors and Ramps	Windscreen Washers/Wipers	Heating and Ventilation Systems	Body Electrical Systems	Battery/Stater/Charging Systems	Brake System - Electrical	Suspension System - Electrical								

	Year 4									
Complete ✓/×										
YEAR 4 OBJECTIVES……all instructor lead course at managers discression	E-Learning Courses	Car Driving Licence	PSV Licence	Road Side Assistance Training	High Voltage Training	2 Weeks Vex Pass out	Volvo Courses	Work with dayshift mechanic carrying out repairs and ability to work alone	Work with shift mechanic attending B/down & complete onsite repairs	Ability to work unsupervised,attend B/downs and complete on-site repairs.

Mentor Programme - 1st year Apprentice Workplan

Start Date :

Apprentice Name:

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	Wheel Removal Sheets and 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 x10	Strip and check, diaphragm replacements, measuring thickness etc.			
15	Braking system - **Repair**	Evidence provided through completed Job cards x10	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	Removal and Testing 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	Major Unit Replacement	Major unit - removal & fitment	Gearbox/Axle			
24	Vehicle Engine Repairs	Evidence provided through completed Job cards	Timing gears. Head gasket, Pistons and Liners, Camshaft			

Objectives	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:
	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:
11	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:
	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:
12	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:
	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:
13	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:
	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:
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:
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:
16	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:
	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:
	Colour:	Colour:	Colour:	Colour:	Colour:	Colour:	Colour:	Colour:	Colour:	Colour:
17	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:
	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:
	Colour:	Colour:	Colour:	Colour:	Colour:	Colour:	Colour:	Colour:	Colour:	Colour:
18	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:
	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:
19	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:
	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:
20	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:
	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:
21	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:
22	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:
	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:
23	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:
	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:
24	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:
	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:

25	Air System - Awareness	Evidence provided through service sheets	Air system faults, air drier repacement, compressor fault/replacement				**25**	**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:**
26	Steering System - Awareness	Evidence provided through completed Job cards	Drag link, track rod end, track rod, stub etc.				**26**	**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:**
27	Suspension System - Awareness	Evidence provided through completed Job cards	Air bags, Pedistals, Shock absorbers etc				**27**	**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:**
28	Cooling systems - Awareness	Evidence provided through completed Job cards	Hoses, thermostat, radiator, antifreeze replacements etc.				**28**	**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:**
29	Fuel System - Awareness	Evidence provided through completed Job cards	Fuel tank, Injector, Sleeves. Sensors				**29**	**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:**

Mentor Programme - 2nd Year Apprentice Workplan

Start Date :

Apprentice Name:
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	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	Manufacturers Visit	Offsite visit to manufacturers premises	N/A				4										
5	S/F Coach Building	2 weeks at Seafield carrying out repairs, painting, paneling, upholstering, welding	N/A				5										
6	Welding	Training Provided at seafield	N/A				6										
7	1 Week VEX Training	Inspection Job cards including MOT checks (coincide with college requirements)	MOT checks, 28 day Inspections				7	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:
8	YELLOW Servicing	10x Inspection Sheets	YELLOW Fully Complete Service Sheets Working With Trademen				8	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:
9	GREEN Servicing	10x Inspection Sheets	GREEN Fully Complete Service Sheets Working With Trademen				9	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:
10	BLUE Servicing	5x Inspection Sheets	BLUE Fully Complete Service Sheets Working With Trademen				10	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:
11	PINK Servicing	5x Inspection Sheets	PINK Fully Complete Service Sheets Working With Trademen				11	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:
12	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.	diagnosing ecu lights, wiring repairs				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:
13	Engine Mechanical	Produce evidence of carrying out 8 x Job cards diagnosing & repairs on engine mechanical faults.	e.g. timing gear fault, head gasket, short motor, tappets, valves				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:
14	Cooling Systems	Produce evidence of carrying out 8 x Job cards diagnosing & repairs on COOLING system & components	e.g radiator, water pump, thermostat, head gasket, cooling fan.				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:
15	Air System	Produce evidence of carrying out 8 x Job cards diagnosing & repairs on AIR SYSTEMS systems & components	e.g compressor, pipes, valves, air bags				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:
16	Exhaust/Emission Reduction	Produce evidence of carrying out 8 x Job cards diagnosing & repairs on EXHAUST EMISSIONS system and components.	e.g Ad-blue faults, nox sensors, tank replace, sensors				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:
17	Diesel Fuel Injection	Produce evidence of carrying out 8 x Job cards diagnosing & repairs on DIESEL FUEL INJECTION system & components	e.g fuel tank, injector, fuel pump, eng management, ECU systems				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:
18	Engine - Hydraulic System	Produce evidence of carrying out 8 x Job cards diagnosing & repairs on ENGINE HYDRAULIC system & components	e.g pumps, pipes, gears				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:
19	Brake System	Produce evidence of carrying out 8 x Job cards diagnosing & repairs on BRAKING system & components	e.g pads & discs, caliper, chambers, handbrake faults				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:
20	Suspension System	Produce evidence of carrying out 8 x Job cards diagnosing & repairs on SUSPENSION system & components	e.g. air bags, suspension valves, shock absorber				20	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:
21	Steering System	Produce evidence of carrying out 8 x Job cards diagnosing & repairs on STEERING system & components	e.g track rod/end, steering box, drag link				21	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:

		system & components						Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:	Job:
22	Engine Overhaul	Engine - Stripdown & Build up 1 week at Marine overhauling	Engine Repair				**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:
23	Major Unit Replacement	Major Unit - removal & fitment	Gearbox/Axle/Engine				**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:
24	Coach Builder Duties	Produce evidence of carrying out 8 x Job cards on coach-builder duties	Panel replacements, damage repairs, filling, painting				**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:
25	Doors and Ramps	Produce evidence of carrying out 5 x Job cards diagnosing & repairs on Doors & Ramp system & components	e.g wiring repairs, ramp replacement, spool valves, 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:
26	Windscreen Washers/Wipers	Produce evidence of carrying out 5 x Job cards diagnosing & repairs on Windscreen washers & wipers system & components	e.g wipers, motors, washers, wiring, relays				**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:
27	Battery/Starter/Charging	Produce evidence of carrying out 5x Job cards diagnosing & repairs on Battery/Starter/Charging Systems	e.g Battery Replacement/Alternator Replacement/Starter Replacement/Wiring Repairs/Relays				**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:

Mentor Programme - 3rd Year Apprentice Workplan

Start Date :

Apprentice Name:
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	MOT Preperation and Recification work	Understanding of MOT Process and completed job sheets	MOT Prep Work completed sheets and repairs				2	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:
								Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:
8	YELLOW Servicing	5x Inspection Sheets	YELLOW Fully Complete Service Sheets Working With Trademen				8	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:
								Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:
9	GREEN Servicing	5x Inspection Sheets	GREEN Fully Complete Service Sheets Working With Trademen				9	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:
								Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:
10	BLUE Servicing	5x Inspection Sheets	BLUE Fully Complete Service Sheets Working With Trademen				10	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:
								Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:
11	PINK Servicing	5x Inspection Sheets	PINK Fully Complete Service Sheets Working With Trademen				11	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:
								Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:
3	Engine Mechanical	Produce evidence of carrying out 5 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, tappets				3	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:
4	Cooling Systems	Produce evidence of carrying out 5 x Job cards diagnosing & repairs on COOLING system & components	e.g radiator, water pump, thermostat, head gasket, cooling fan.				4	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:
5	Air System	Produce evidence of carrying out 5 x Job cards diagnosing & repairs on AIR SYSTEMS systems & components	e.g compressor, pipes, valves, air drier				5	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:
6	Exhaust/Emission Reduction	Produce evidence of carrying out 5 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				6	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:
7	Diesel Fuel Injection	Produce evidence of carrying out 5 x Job cards diagnosing & repairs on DIESEL FUEL INJECTION system & components	e.g fuel tank, injector/harness, fuel pump, eng management, ECU systems				7	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:
8	Engine - Hydraulic System	Produce evidence of carrying out 5 x Job cards diagnosing & repairs on ENGINE HYDRAULIC system & components	e.g fan pumps/steering pumps, pipes, gears				8	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:
9	Brake System Mechanical	Produce evidence of carrying out 10 x Job cards diagnosing & repairs on BRAKING system & components	e.g pads & discs, caliper, chambers, handbrake faults				9	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:
10	Suspension System	Produce evidence of carrying out 10x Job cards diagnosing & repairs on SUSPENSION system & components	e.g. air bags, suspension valves, shock absorber				10	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:
11	Steering System	Produce evidence of carrying out 10 x Job cards diagnosing & repairs on STEERING system & components	e.g track rod/end, steering box, drag link				11	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:
12	Engine Overhaul	Engine - Stripdown & Build up 1 week at Marine overhauling	Engine Repair				12	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:
								Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:
13	Major Unit Replacement	Major Unit - removal & fitment	e.g Gearbox/axle Replacement/Engine				13	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:	Bus:
								Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:

14	Coach Builder Duties	Produce evidence of carrying out 10 x Job cards on coach-builder duties	e.g Panel replacements, damage repairs, filling, painting				**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:**
15	8 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				**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:**
16	Doors and Ramps	Produce evidence of carrying out 5 x Job cards diagnosing & repairs on Doors & Ramp system & components	e.g wiring repairs, ramp replacement, spool valves, relays				**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:**
17	Windscreen Washers/Wipers	Produce evidence of carrying out 5 x Job cards diagnosing & repairs on Windscreen washers/wipers system & components	e.g wipers, motors, washers, wiring, relays				**17**	**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:**
18	Heating and ventilation Systems	Produce evidence of carrying out 5 x Job cards diagnosing & repairs on Heating and Ventilation Systems	e.g Heater/demister motors, Controllers, Wiring				**18**	**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:**
19	Body Electrical Systems	Produce evidence of carrying out 10 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				**19**	**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:**
20	Battery/Starter/Charging	Produce evidence of carrying out 5x Job cards diagnosing & repairs on Battery/Starter/Charging Systems	e.g Battery Replacement/Alternator Replacement/Starter Replacement/Wiring Repairs/Relays				**20**	**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:**
21	Brake System - **Electrical**	Produce evidence of carrying out 5x Electrical Repairs On Braking Systems	e.g ABS Sensor/Pad Wear Sensor/Modulator replacement/wiring repair				**21**	**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:**
22	Suspension System - **Electrical**	Produce evidence of carrying out 5x Electrical Repairs On Suspension Systems	e.g Level sensor/wiring repair/calibration				**22**	**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:**

Mentor Programme - 4th Year Apprentice Workplan

Start Date :

Apprentice Name:
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	E-Learning Courses	E-Learning Completed	N/A				1										
2	Car Driving Licence	Full Driving Licence Achieved	N/A				2										
3	PSV Licence	Full PSV licence Achieved	N/A				3										
4	Road Side Assistance Training	Course Completion	N/A				4										
5	High Voltage Training	Level 3 Achieved, becoming competant working on high voltage vehicles	N/A				5										
6	2 Weeks Vex Pass Out	2 Weeks VEX Course Completion, including pass out by via the company auditor	N/A				6	Start Date:		End Date:		Pass Out Date:					
7	Volvo Courses	Completed Volvo Courses	N/A				7	Course: Date:	Course: Date:	Course: Date:	Course: Date:	Course: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:	Bus: Date:
8	Dayshift	8 Weeks Covering all aspects of dayshift, including servicing, mechanical and electrical repairs. Working alone with supervision	Service Sheets, Defect Sheets, QA's, MOT sheets				8	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:
9	Backshift Cover	4 Weeks Covering all aspects of backshift, including servicing, mechanical and electrical repairs. Working alone with supervision	Service Sheets, Defect Sheets, QA's, MOT Sheets				9	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:
10	Shift Mechanic Cover	26 Weeks Covering all aspects of the shift mechanic rota. Including attending breakdowns	Service Sheets, Defect Sheets. QA's, MOT Sheets				10	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: Bus: Date: Job:	Bus: Date: Job: Bus: Date: Job:	Bus: Date: Job: Bus: Date: Job:	Bus: Date: Job: Bus: Date: Job: