

Sep 2023	<b>Autumn Checklist</b>		Name:	
Page	Topic	To-Do	Student	Instructor
1	Registration form			
15 & 16	Fire safety			
17	Emergency procedures			
21	Accident record			
27	"What's wrong?"			
31 & 32	Risk assessment			
34 & 35	Health & Safety signs			
38	Hazard symbols			
39	Induction test			
40	Phone Holder			
45	Soft jaws work drwg.			
46	Soft jaw inspection			
47 & 48	Soft jaws write-up	<b>N/D/T Mat/mach Tools H&amp;S W/up Prob</b>		
51 & 52	Vernier activity			
143	<b>UNIT 001 knowledge</b>			
144	<b>UNIT 001 knowledge</b>			
145	<b>UNIT 001 Assessment</b>			
<b>All the above sections need to be completed and assessed by the end of the Autumn term ready for Internal Quality Assurance.</b>				
Jan 2023	<b>Spring Checklist</b>		Name:	
56	Thread clamp inspection			
57 & 58	Thread clamp write-up	<b>N/D/T Mat/mach Tools H&amp;S W/up Prob</b>		
60	Micrometer activity			
62	Lipped tray inspec.			
63	Lipped tray plan			
64	Practical assessment			
65 & 66	Lipped tray write-up	<b>N/D/T Mat/mach Tools H&amp;S W/up Prob</b>		
73	Files and filing			
81-83	Tools and equipment			
85	Tool, use, problem			
147	<b>UNIT 002 knowledge</b>			
148	<b>UNIT 002 knowledge</b>			
149	<b>UNIT 002 Assessment</b>			
<b>All the above sections need to be completed and assessed by the end of Spring term ready for Internal Quality Assurance.</b>				

Apr 2024	<b>Summer Checklist</b>		Name:	
Page	Topic	To-Do	Student	Instructor
76	T'makers clamp Inspect			
77	Practical assessment			
79 & 80	T'makers clamp write-up	N/D/T Mat/mach Tools H&S W/up Prob		
92	Bending & Folding			
96	Communication			
98	Work holding devices			
103	Taps and Dies			
151	<b>UNIT 003 knowledge</b>			
152	<b>UNIT 003 knowledge</b>			
153	<b>Unit 003 Assessment</b>			

**All the above sections need to be completed and assessed by the end of the summer term ready for Internal Quality Assurance.**

**General comment:**

Sep 2024	<b>Autumn Checklist</b>		Name:	
107	Toolbox inspect			
108	Practical assessment			
109 & 110	Toolbox write-up	N/D/T Mat/mach Tools H&S W/up Prob		
113	Rivets and Riveting			
115	Feedback			
116	Performance obs			
118	Fastening Devices			
119	Problems			
120	Personal training			

**All the above sections need to be completed and assessed by the end of Autumn term ready for Internal Quality Assurance.**

**General comment:**

Jan 2025	<b>Spring Checklist</b>		Name:	
Page	Topic	To-Do	Student	Instructor
126	Abbreviations			
129-130	Isometric drawings			
132	Van sketch			
135	Conventions			
136	Drawing questions			
167	Tapping Gauge Inspect			
169 & 170	Tapping Gauge wrt-up	<b>N/D/T Mat/mach Tools H&amp;S W/up Prob</b>		
174	100mm Square Inspect			
175 & 176	100mm Square wrt-up	<b>N/D/T Mat/mach Tools H&amp;S W/up Prob</b>		
155	<b>UNIT 005 knowledge</b>			
156	<b>UNIT 005 knowledge</b>			
157	<b>UNIT 005 knowledge</b>			
158	<b>UNIT 005 Assessment</b>			

**All the above sections need to be completed and assessed by the end of the Spring term ready for Internal Quality Assurance .**

General comment:

Apr 2025	<b>Summer Checklist</b>		Name:	
179	Desk tidy inspection			
181 & 182	Desk tidy write-up	<b>N/D/T Mat/mach Tools H&amp;S W/up Prob</b>		
137	Hazard spotting			
138	Hazard spotting			
140	Manual Handling			
141	Manual Handling obs			
159	<b>UNIT 009 knowledge</b>			
160	<b>UNIT 009 knowledge</b>			
161	<b>UNIT 009 knowledge</b>			
162	<b>UNIT 009 knowledge</b>			
163	<b>UNIT 009 Assessment</b>			

**All the above sections need to be completed and assessed by the end of Summer term ready for Internal Quality Assurance.**

General comment:

Sep 2026	<b>Autumn Checklist</b>		Name:	
Page	Topic	To-Do	Student	Instructor
187	Fastening devices			
192 & 196	Screwdrivers & Pliers			
198	Hand and power tools			
201	Lifting			

**All the above sections need to be completed and assessed by the end of Autumn term ready for Internal Quality Assurance.**

General comment:

Apr 2026	<b>Spring Checklist</b>		Name:	
204	Bench Vice components			
205	<b>Practical Assessment</b>			
206	Vice Write up	N/D/T Mat/mach Tools H&S W/up Prob		
209	<b>UNIT 006 knowledge</b>			
210	<b>UNIT 006 knowledge</b>			
211	<b>UNIT 006 knowledge</b>			
212	<b>UNIT 006 Assessment</b>			

**All the above sections need to be completed and assessed by the end of Spring term ready for Internal Quality Assurance.**

General comment:

**Summer checklist – This term is dedicated to completing any outstanding feedback.**