



Work routine and skills outcome

Induction	Identify Health and Safety features of the workplace Personal comfort spaces Be aware of expected commitment and behaviour Recognise the work pattern and find it acceptable.
Introduction to the bicycle	Identify parts of the bicycle Recognise different types of bicycle Identify different tools, and their uses
Safety Check	Be able to carry out a safety check on a bicycle Record outcomes on appropriate form.
Lubrication	Recognise different forms of lubricant Understand which lubricant to use on different parts of bicycle.
Clean and Tidy	Demonstrate an ability to return tools back to the right place Demonstrate a willingness to maintain a clean and tidy workplace Be aware of personal hygiene, wash hands, and keep bathroom facilities clean
Risk assessing	Use the appropriate form to undertake a risk assessment Demonstrate an awareness of safe working practices Discuss what to do in an emergency Discuss who to go to in the event of needing support or help in the workplace Demonstrate the ability to carry out work in a safe manner.
Wheels and Tyres	Remove a wheel (both QR and fixed nut) Remove and re fit a tube and tyre.
Braking	Identify different forms of braking system Recognise how they work, and what is needed to make them work well. Demonstrate the ability to make adjustments to improve efficiency.
Gears	Set derailleur cable tension and limit adjusters
Cables	Use personal skills to diagnose if a cable needs replacing Demonstrate ability to change gear and brake cables, using appropriate inners and outers, end caps and ferrules.
Chain	Assess the condition of a chain Demonstrate how to replace a chain.
Cogs and Cassettes	Critically compare a cassette and a freewheel Diagnose a worn chainring or cassette Remove a cassette and freehub.
Bottom Bracket and Pedals	Assess condition of Bottom Bracket. Remove crankset and bottom bracket Re tap threads, use appropriate lubrication and replace Remove and replace pedals, Be aware of "handed" nature of threads in this section.
The headset	Assess the condition of the Headset. Adjust and maintain as appropriate
Bike fit	Research methods of establishing correct bike sizing (using printed materials or the internet)

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