		Being a member of the team	Attending briefings		Following instructions rom the supervisor	KEY SKILLS	KEY SKILLS Identifying a Solving a problem Solving a problem				Reviewing methods used to solve problems			
	Having a positive attitude to work	How to use tools and equipment How to maintain a work plan and records			WORK SKILLS	How to lift and How to ke carry things area clear			eep the work		Recognising new skills you have gained	V I NG O		
			Ordering a controlling			WORK TASKS	Cleaning and tidyi work area	ng	Cleaning/ valeting cars					
Е у и е	Negotiating your work experience programme	How to use computer equipment	Unloading and checking deliveries							Taking and receiving messages	How to use safety wear and equipment	Setting targets with your supervisor	LEARNING	
3 v	Getting on well with many different types of people	How to diagnose and solve problems	Checking and									Meeting targets and deadlines	& PERFOR	
L I T Y E			changing, water, oil and filters					/		Using a computer	How to avoid accidents	Identifying new skills	KMANCE	
S K I L F y	Presenting yourself well	How to estimate materials	Removing and replacing wheels and other parts	d lacing eels and						Working with equipment	How to assess	Checking stock numbers	A P L I C	
S	Showing that you are	needed for jobs		Checking fan belts, tyr pressures, operation o driver controls		service othe	ring sure you and ers follow health and ty rules	Working with ha tools		' ∃ _)	hazards/risks	Using measuring instruments	A T I O N	
h	honest and hard-working		How to store and check materials		_	How to present yourself and give a good impression How to custom			o deal with eners		Reading charts and diagrams	O F N		
	Taking part in discussions with staff and supervisors Reading information in manuals and on packaging Reading technical drawings and illustrations Evaluating the use of IT Using databases and flow charts											U M B E R		