

Week one - First Lesson Outline/Introduction to new classes

Office Phone No.'s

Student counter: 340

Front counter: 372

Finance: 332

- Line up outside
- Mark roll
- Necessary equipment -
 - Footwear
 - Stationery
 - Water bottle
- Introduction
- Expectations - E.S.C. Classroom Expectations (Be responsible/be respectful/be safe)
 - Completion of work
 - Noise level
 - Language
 - Going to the toilet/getting a drink
 - Running/movement in the workshop
 - Safety – **S.O.P's**/footwear/safety glasses/dust masks
- Assessment
 - Practical (Jobs/projects)
 - Theory (Assignments/exams)
- Dust extraction
 - Demo operation
- Orientation of workshop inc. dust extraction operation
- Moving between / leaving the workshop (going outside without permission)
- Switchboard.
- Workshop phone.
- Mobile phone usage!!!
- Removing scrap from workshops.
- Gap between vice jaws.
- Outcome of student work that wasn't taken home from 202? Currently in the shed but will be thrown out if not collected.
- My philosophy -
 - To see students succeed. I want you to pass. I need to prove this to you. It is difficult to fail this subject. Most students will pass. For those that don't, it is generally due to a **LAZY** attitude and/or regular **absenteeism**.
 - I will come to class prepared and do what I can to assist you.
 - What is your commitment?
 - This is an elective subject (Students **choose** to be here)

- Packing up
 - Time
 - Everybody contributes
 - Tools put away, benches swept down, jobs away.
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Week 2 - First Lesson

- Drill press
 - Adjusting table height.
 - R & R drills.
- Drill bits
 - Selection of the correct drills from holder.
- Bandsaw blade guide height adjustment.