

Level 4 Competency Pre-Enrolment Questionnaire:

Name: _____

Email: _____

Contact Phone Number: _____

1. *Are you currently employed/self employed as a Bicycle Mechanic?*
Please provide details (who with, or self-employed etc):

2. *How many years/months overall experience do you have as an employed bike mechanic?*

Years: _____ Months: _____

Please list some referees that may be contacted to confirm your work experience.

| Name | Position | Contact details |
|------|----------|-----------------|
|------|----------|-----------------|

a) _____

b) _____

c) _____

3. *Have you completed a Shimano Service Centre Mechanics Course?*

No / Yes Year completed: _____

4. *List other qualifications which you hold and consider as having relevance to the role of Bicycle Mechanic.*

a) _____

b) _____

c) _____

5. *On the table below please indicate the scope of your current competencies as a Bicycle Mechanic.*

If you answered Yes to Question 3 (above) please complete Table 1.

If you answered No to Question 3, please contact us to verify your experience.

When answering the questions please align your answer to the following definitions whilst considering that competency is in the essence that the job can be repeated with consistency and with no supervision. Please provide further information in the comments column as applicable.

- **Service** – the act of making fit for use, including meeting compliance with periodic maintenance as stipulated by the manufacturer or warranty.
- **Adjustment** - the act of altering to achieve accuracy to conform to a standard or manufacturers specification(s).
- **Replace** - the act of substituting one part for another due to it being broken, inefficient, lost or no longer working as would be expected.
- **Diagnosis** - the process determining the nature or cause of a problem through analysis which may include elimination, fault finding and fault isolation
- **Overhauling** – making repairs, adjustments or the replacement of component(s) within a system due to wear, damage or non-compatibility.
- **Repair** - fixing and/or modifying a component due to it being broken, worn, inefficient or no longer working as would be expected

Table 1

| Knowledge Assessment – I am able to: | Yes | No | Comments |
|--|------------|-----------|-----------------|
| <ul style="list-style-type: none"> • Demonstrate knowledge for bicycle repairs including identifying legislation and safety standards relating to bicycle assembly, repair and sales. | | | |
| | | | |
| <ul style="list-style-type: none"> • Identify sources of information required for the servicing and repair of bicycles e.g.: technical references, job cards, warranty information. | | | |

| Mechanical Aptitude – I am able to and have: | Yes | No | Comments |
|---|------------|-----------|-----------------|
| <ul style="list-style-type: none"> • Assemble new geared and non-geared bicycles. | | | |
| <ul style="list-style-type: none"> • Adjust bicycles for size: child to adult, and use: BMX, Mountain Bike, and Road. | | | |
| <ul style="list-style-type: none"> • Fit the following bicycle accessories: lights, reflectors, mudguards, trainer wheels, toe clips, shoes/pedals, helmets, child carrier seats, carriers, seat bags, and computers. | | | |
| <ul style="list-style-type: none"> • Service, adjust, diagnose, overhaul and repair non-threaded and threaded steering systems/handlebars and stems systems of all type of bicycles (road, mtb, bmx etc.) | | | |
| <ul style="list-style-type: none"> • Install bar tape on road bicycles | | | |
| <ul style="list-style-type: none"> • Service, adjust, diagnose, overhaul and repair bearing and cartridge hub systems. | | | |
| <ul style="list-style-type: none"> • Customize catalogue bikes by substituting stock systems or components with those as specifically requested by the customer/end user or based on recommendations with the end users specific requirements in mind. | | | |

| | | | |
|--|--|--|--|
| | | | |
| <ul style="list-style-type: none"> • Service, adjust, diagnose, overhaul, fit and repair bicycle front & rear suspension systems | | | |
| <ul style="list-style-type: none"> • Service, adjust, diagnose, overhaul and repair bicycle drive train systems including: <ul style="list-style-type: none"> - Front derailleur and shifters - Rear derailleur and shifters - Gear cables routing/sizing - Non geared systems - Breaking/sizing & joining a chain - Bottom Brackets - Crank sets - Pedals | | | |
| <ul style="list-style-type: none"> • Service, adjust, diagnose, overhaul and repair bicycle frames including: <ul style="list-style-type: none"> - Facing a Bottom Bracket and Head tube - Frame & Fork alignments - Bottom Bracket Thread tapping | | | |
| <ul style="list-style-type: none"> • Service, adjust, diagnose, overhaul and repair bicycle braking systems including: <ul style="list-style-type: none"> - V brakes - Mechanical discs - Dual Pivot brakes - U-Brakes - Brake Cables routing/sizing - Hydraulic | | | |
| <ul style="list-style-type: none"> • Service, adjust, diagnose, overhaul and repair bicycle tyres and wheel systems including: <ul style="list-style-type: none"> - Fitting standard & tubular tyres - Building and straightening wheel/rim systems | | | |

Signed: _____ Date: _____

Once completed, please post to:

Karen Tindall
School of Cycling
Cornerstone Education
PO Box 13354
Tauranga 3141