

## Basic Hand Skills Course

### Aim

To provide Operatives with skills and knowledge necessary to enable them to carry out basic tasks involving the use of hand tools. The course is highly practical and biased towards specific company requirements.

### Course Content

#### Module 1 – Personal Skills Assessment

- Tour of the Work Area
- Health and Safety
- Workshop Practices
- Measurement: Imperial and Metric
- Marking out a Job – Exercise 1
- Use of Rules, Scribes, Squares, Centre Punches and Callipers Hacksaws and File Techniques

#### Module 2 – Use of Drills, Types and Safety

- Clamping Methods, Speeds and Feeds
- Continue Exercise 1
- Individual Scale, Callipers and Height Gauge, Metric and Imperial

#### Module 3 – Exercise to Introduction

- Marking out using a Height Gauge
- Flat Bottom Drilling
- Spot Facing, Chamfering
- Threads and Thread Cutting use a Tap

#### Module 4 – Complete all Exercises

- Fill in Worksheets

**Duration:** 5 days

**Accreditation:** Prospects Group Certificate

Course bookings  
and enquiries

Telephone:  
01702 214100

Fax:  
01702 390488

Email:

[phit@prospectscollege.co.uk](mailto:phit@prospectscollege.co.uk)

Mechanical Engineering Training