

Amateur Radio Foundation Course Checklist

Pre-course	<ul style="list-style-type: none"> • Venue booked • Team booked & briefed • Invigilators agreed • Student Applications and Payment processed • Exam Papers ordered • Students informed (dates, catering, venue, ID requirements) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Course Management	<ul style="list-style-type: none"> • List of students and contact details • Training Plan 	<input type="checkbox"/> <input type="checkbox"/>
Student Material	<ul style="list-style-type: none"> • Name Badges • Course Plan Handouts • RCF Exam Booklets EX500 • Foundation Now! Books • Morse Cribsheets • Practical Assessment Forms • Pens / Pencils / Paper / Rubbers 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Practicals	<ul style="list-style-type: none"> • Station Build: Rig, PSU, ATU, Mic, Filter, Leads • Dipole & SWR analyser • CW Keyer / oscillator • CW Test Message Cards • 2 x HF ; 2 x VHF rigs / PSUs • VHF and HF QSO Crib sheets 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Presentations	<ul style="list-style-type: none"> • Projector • Laptop • Presentations • Props (connectors, dummy load, feeder, antennas, filters) • Videos 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Mock	<ul style="list-style-type: none"> • Mock Exam Papers • Mock OMS forms 	<input type="checkbox"/> <input type="checkbox"/>
Exam Material	<ul style="list-style-type: none"> • Exam Papers , OMS sheets & RCF Exam Booklets EX500 • RCF Candidate Feedback Forms • Code of Radio Communications Examinations Booklet • RCF Mark Sheet • RCF Practical Assessment Record Sheet 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Exam	<ul style="list-style-type: none"> • Clock • Whiteboard / Pens • "Exam in Progress" signs 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
End-of-course	<ul style="list-style-type: none"> • Course Feedback Form • Club Membership Form • Foundation "What Happens Next" Handout 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Catering	Tea / Coffee / Sugar / Snacks	<input type="checkbox"/>