



Fork Lift Truck Instructor Development (CFL04)



Target Group

Those identified as potential forklift instructors on-site. Trainees must hold a valid certificate of training on the equipment they are required to teach on. They must have undergone a test by an accredited instructor within 12 months prior to the course, have the ability to adapt their approach to suit the needs of different trainees, be able to communicate effectively, and be able to lead and control.

Aim

To provide effective instruction on the following:

- Relevant instructional skills, including classroom techniques;
- Techniques for structuring training material into logical sequence;
- Objectives and critical approach towards the effectiveness of the instruction presented;
- Methods of assessment and testing.

Objectives

On successful completion of training, instructors will be able to prepare, plan and present practical and theoretical instruction to a recognised standard on their site. They will be able to conduct and mark objectively practical tests, and complete the appropriate documentation.

Course Elements

- Element 1: Health and Safety at Work: - Health & Safety at Work Act 1974, Sections 2, 7 & 8, Work Equipment Regulations – Regulation 9, Training, Management Health & Safety at Work Regulations 'Employees duties', Specific Legislation and Regulations, Approved Codes of Practice, Enforcement of Health & Safety
- Element 2: Recommendations of Training: Selection of operators: Age, medical condition and level of intelligence, previous experience, Training of operators: Types of courses, Basic Training, Specific Training, Familiarisation Training, Conversion Training, Refresher Courses.
- Element 3: Instructional Techniques: The role of the instructor, Learning (Incentives and Methods), Principles of Instruction, Simple job analysis, Preparation of lesson plans, Hints on speaking.
- Element 4: Operators Ability: Undertake and pass an operators test, Carry out a pre-use checks, & pass a theoretical test.
- Element 5: Classroom Lesson: Preparation, Instruction in logical sequence, Introduction/Link, Revision, Aim/Objective, Reason why, Incentive, Stages, Use of aids (white boards, models, Overhead projectors etc), The use of questions and answers, Confirmation, Summary, Look forward.
- Element 6: Practical Demonstration: by each Delegate related to practical lift truck operation with constructive comments.
- Element 7: Practical Lesson: A practical lesson by each Delegate on a subject related to lift truck operations.
- Element 8: Basic Skills Test: Delegates construct a test area and conduct & mark a basic skills test to ITSSAR standards, Complete relevant paperwork.
- Element 9: Report, Certification and Training Records: Report Content, Certificate of basic training, Employers Authorisation, Company training records, Further Training needs.

Course Duration Achievement Measurement

Assessment on all the above elements is carried out throughout the 5-day course. Failure to achieve an acceptable standard on any of these elements will necessitate further training. Registration cannot be applied for until all nine elements have been passed. We would recommend refresher/retraining is carried out on a 3/5 yearly period.

All courses can be held on-site subject to available facilities. Contact us for a quote.



Wire Rope Courses

Lifting Operations

Confined Space

Health and Safety

Fork Lift Courses

Welding

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