

### In Company Forklift Trainer

This course is designed to train delegates in methods of instructing and training for staff within their workplace site in respect of the HASWA 1974, PUWER, LOLER, WAH Regulations and MHSWA regulations as applied to Rider Operated Forklift Trucks. Successful candidates will be able to train and examine company staff to basic safe operation and operator maintenance/inspection levels, issuing in company certification and authority to operate as appropriate to their working environments and company policies.

Successful candidates will also be able to carry out risk assessments for these machines within their working environment.

### Course Overview

Availability	On Client site	Duration Minimum	5 days (Max 4 Delegates)
Examinations	Knowledge & skills Assessments	Course Style	Knowledge & Practical Application
Certification	HSE Regulatory	Additional Information	This course will require access to the Forklift and working area
Notes		Typical Course Contents	
<ul style="list-style-type: none"> <li>• Candidates <b>must</b> have completed a <b>recognised</b> operators course for the machine/s they are training on within 12 months of course commencing</li> <li>• Certification is valid for 5 years In Company courses will be tailored to the working environment.</li> <li>• A Training room suitable for the number of delegates will be required.</li> <li>• Once qualified as a trainer on one machine, delegates only need to undertake a recognised operator certificated course to add that machine to their portfolio.</li> </ul>		<ul style="list-style-type: none"> <li>• Regulations and Legal Obligations.</li> <li>• Role of The Trainer</li> <li>• HSE Acop &amp; Lead Body Guidelines</li> <li>• Safe Machine Practices</li> <li>• Prepare &amp; Present Knowledge Lesson</li> <li>• Delivering a Demonstration</li> <li>• Prepare &amp; Present Practical Lesson</li> <li>• Question &amp; Answer Techniques</li> <li>• Correct PPE selection &amp; use</li> <li>• Setting &amp; Applying Examinations</li> <li>• Report Writing</li> <li>• Instructional Techniques</li> <li>• Course Validations</li> <li>• Issuing Certification</li> </ul>	
Other Information	<p>This course will also equip the delegates to risk assess Forklift truck based operations.  This is not an attendance course; delegates must pass assessments to qualify as trainers.  A room or office suitable for the number of delegates will be required for knowledge training.</p>		

### **Course Duration**

Standard In Company Trainer Course - 5 Days - (Maximum 4 delegates already qualified as operators).

Re Registration courses required at maximum 5 year intervals, 3 days duration for in Company.

### **What's included?**

All course quotations include, as appropriate, delegate course materials, examination fees, delegate registrations, certification, ID Cards, delegate reports\*, course reports, examination results and full course documentation. Training and certification courses carried out at your designated mainland UK site/s always include all the above as well as all travel and expenses. There are no hidden extras!

\*The individual delegate and course report will include information on the course completed, knowledge and practical examination results, course location, date/s, equipment used in training, trainer/examiner registered number, national provider registration and contact information etc. This document holds all the relevant information required to prove training has been completed and course standards met.

Our Trainer courses are designed to establish, develop or refresh the professional trainer's ability to run interesting and effective training programmes.

In order to assess a potential trainers ability recognised assessments are carried out throughout the course, there is no high pressure end of course examinations as these are progressive assessments that are signed off over the duration of the course as they are achieved.

### **In Company Course Content**

The following brief course content description covers the 3 day new entrant course. The re-registration courses will reaffirm these areas of skill, ability and knowledge. By their very nature, In Company instructor new entrant courses must be conducted on Client Sites.

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.

### **Forklift Truck Trainer Course Assessments**

All forklift truck trainer courses are based on the accredited / recognised course content and HSE recognised assessments of trainer ability, specific to the machine/s being taught, these *generally* will be:

#### **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, ACOP's, EHO & Inspectors Guidelines, and Enforcement of Health & Safety

## **2 Recommendations of Training:**

Selection of operators/delegates, Age limitations, medical condition restrictions, levels of learning ability, previous experience.

## **3 Instructor's role:**

Principles of Instruction & Instructional Techniques, Learning (Incentives and Methods), Subject analysis, Preparation of lesson plans, Hints on speaking.

## **4 Training exercises:**

Delegates assigned specific exercises relevant to training subject.

## **5 Classroom Lesson:**

Preparation, Instruction in logical sequence, Introduction/Link, Revision, Aims Objectives, Reason why, Incentive, Stages, Use of aids (PowerPoints, White boards, models, etc.), Questions and answer techniques, Confirmation, Summary, Look forward.

## **6 Practical demonstrations:**

By each Delegate related to practical elements of operation with constructive feedback / comments.

## **7 Practical lesson:**

A practical lesson delivered by each Delegate on a subject related to course subject or course operations.

## **8 Operator competence testing & Practical assessments:**

Delegates must construct a representative knowledge (theory) and set a practical test area, conduct & mark a basic skills test to approved standards for the specific subject, completing relevant paperwork.

## **9 Certification and Training Records:**

Report Content, Certificate of basic training, Employers authorisation, Company training records, Further Training needs.

On successful completion of the course, the Trainer will be qualified to train on their subject, organise and administer operator competence tests, issue in house certificates and undertake associated risk assessments. Trainers also have access to FOC post course services including training course advice, guidance and updates.

## **Instructor Assessment Record Sheets**

Of the 9 assessments that candidates undertake the first is the demonstration of skills to instructor standard, the next 3 are theory based and the final 5 are related to the application of practical and classroom based lessons and report writing. All courses are of continual assessment and these assessment record sheets detail the criteria to be met and the candidates progress through the course for the following assessments.



Prepare & Present a Classroom Lesson  
Give a Practical Demonstration  
Prepare & Present a Practical Lesson  
Construct & Conduct Practical Skill Test  
Write an Accurate but Brief End Of Course Report

### **Final Course Assessment Record Sheet**

This document records the final assessments of candidates and is forwarded with the end of course documentation. This record is a major end of course document detailing the candidates achievement levels and is evidence of the training and achievement.

This document and the candidates practical skills examination paper is proof of the successful candidates ability to perform as an instructor.

### **CERTIFICATION**

#### **Instructor Certificate:**

This gives the required details of the Instructor training dates, name, the training provider and their address and contact details along with the Tutor details. The expiry date will be 5 years from course completion.

This certificate would normally be held in the individuals personnel file, so that when visited by HSE or EHO inspectors this can be produced as evidence of appropriate and recognised training and certification.

#### **What's included?**

Training and certification courses are carried out at your designated mainland UK site/s and include all the above as well as all travel and expenses. **Why pay a mileage fee just because your location does not coincide with your training providers?** As long as the course / service is held on the UK mainland, all travel and expenses are included in course fees, any expenses incurred for non-mainland training are charged at cost.

#### **Post Course**

Safe-T-Solutions UK Ltd believes in offering a full and complete service, which does not stop once we have issued certification. We offer full telephone, fax and email support that backs up the training courses and acts as an advisory service for clients with queries regarding any aspect of materials handling.

#### **Trainer / Instructor Course Materials.**

Trainer courses are fully certificated to appropriate levels. In addition support materials are available for the delivery of training courses, this material typically includes DVD presentations, course manuals, course hand-outs, course documentation, power points, overheads etc., for national courses these are pre set and adopt the generic approach necessary for national training. Also for in house, or in company training packs, we can incorporate company logos, associated company systems and policies and include company operational procedures.

We thank you for allowing us this opportunity of introducing ourselves to you, and would very much like to prove to you that we can offer a service that not only meets legislative requirements, but also offers a genuine way forward to cost effective training and services that contribute to the overall benefit of your company, its employees and clients.