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LIFT TRUCK OPERATOR INSTRUCTOR TRAINING

Course Title: 'Lift Truck Operator Instructor' Training Course

Course Ratio: Maximum of 3 trainees per course

Course Duration: 5 Days

Course Objective:

On successful completion of this theoretical and practical training course Instructors will have been Instructed in:

- Operating a Lift truck to the standard required by Lift Truck Instructors.
- The principles and techniques of instruction for preparing, planning and presenting knowledge and skills.
- Adopting an effective style for teaching skills appropriate to the type of truck involved.
- Assessing, testing and report writing. Adopting an objective and critical approach towards the effectiveness of the instruction they present using appropriate methods of assessment of trainee's progress. In addition they have received instruction on how to write a brief informative report.
- Construction, administration and objectively marking of the Lift Truck Basic Operating Skills Test.
- They will also have undergone the 'Lift Truck Instructional Theoretical and Practical Assessments'.

The candidate's employers or sponsors will receive written confirmation of each candidate's overall results.

Trainee Specification:

The ideal course for the person with **little or no previous experience of instructing** who will be required to train, test and certificate new or existing operators to a recognised standard.

Candidates should be selected with due regard to the responsibility of the task involved, in addition they should be reasonably presentable, articulate, enthusiastic and able to work on their own initiative.

Prior to training, candidates should have a minimum of 6 months industrial experience of operating relevant types of Lift Truck.

Trainee Specification: (continued)

Prior to attending the course, each candidate must be in possession of a current operator's test certificate of "basic operating skills for the type of lift truck nominated at time of course booking, issued within a period of twelve (12) months prior to the commencement of the course.

Course Administration

- **Introduction to the course:** Welcome to the course, registration of course candidates, an explanation of the course and issue the training programme.
- **Course Closure:** Test results and recommendations will be explained to each course candidate. The instructor will issue certificates and training literature where appropriate. All course candidates will be requested to complete an 'End of Course Questionnaire'.

Course Content:

- **Test of 'basic operating skills':** Course candidates will undergo the recognised test of 'basic operating skills'; this will enable the candidates to become familiar with the machine to be used during the course and to confirm their operating ability to Instructor level.
- **Health & Safety at Work etc. Act 1974 and Approved Code of Practice 1989:** Dealing with Sections 2, 7 and 8 of the HSWA 1974 and identifying current training standards as described in Directives and ACoP's dealing with selection, training, supervision etc.
- **Principles of instruction:** Explanation of the need for careful thorough preparation, correct methods of presentation and effective confirmation.
- **Simple job analysis:** How to analyse the task, identify training needs, set objectives, prepare course programme and lesson plans.
- **Practical lesson exercise:** During these periods each candidate will be expected to [with assistance and guidance from the course instructor] prepare, plan and conduct a practical lesson using one of his or her course colleagues as a trainee. Each exercise will be followed by an appraisal by the course instructor.
- **Selection and use of visual aids:** How to select, prepare and use visual aids during instructional preparation and presentation.
- **Example classroom lesson:** Demonstration and explanation of a classroom lesson incorporating the use of visual aids and the question and answer techniques.
- **Classroom lesson exercises:** During these periods, each candidate will be expected to [with the assistance and guidance from the course instructor] prepare, plan and conduct a 15-minute classroom period of instruction using visual aids and techniques of questioning. Each exercise will be followed by an appraisal by the course instructor.

Course Content: (continued)

- **Assessing, testing and report writing:** How to assess the trainee's progress during training and evaluate the success of the instruction with a test, Demonstration and explanation with guided practice in the construction, administration and marking of a practical skills test. In addition they will have received instruction on how to write a brief informative report.

Examination:

Each course candidate will undergo:

- A 'Lift Truck Instructors Associated Knowledge Examination' covering;
- An employer's legal obligation under the Health & Safety at Work Act 1974 current Directives and ACoP's to provide instruction, training and safe systems of work.
- Current recommendations for the training, testing and certification of lift truck operators.
- Instructional Techniques and Methods
- A 'Lift Truck Instructors Assessment of Practical Instructional Ability';
- Conduct a practical period of instruction (role play exercise)

Note:

ALL THE ABOVE INFORMATION MUST BE BROUGHT TO THE ATTENTION OF THE COURSE CANDIDATE PRIOR TO THE COURSE ATTENDANCE