

10 day Instructor Course Content

1. Truck awareness

Candidates must receive some familiarisation in the use of the truck being used. This should include:

- Lay-out of controls
- Setting the forks into travel and parked position
- Manoeuvring
- De-stacking and stacking a load into a racking system

The course Tutor can demonstrate an exercise illustrating the operating standard that is required. Each candidate must be given the opportunity to practice the exercises with the course Tutor correcting any operating errors or bad practices.

2. Operator testing

Course candidates will undergo the recognised tests as prescribed by AITT/ABA, (practical skills, theory and pre-use test). This will enable the candidates to become familiar with the machine to be used during the course and to confirm their knowledge and operating ability to Instructor level (Candidates must pass the practical test with 25 penalties or less).

During the course the candidates will learn how to administer each part of the testing procedure, the construction, administration and marking of the full operator test. This allows the candidates to experience the role of an examiner:

- a) Theory test:** Each candidate will learn how to administer and mark the test.
- b) Pre-use test:** Each candidate will learn how to administer and mark the test.
- c) Practical skill test:** Each candidate will administer and mark the test.

Each exercise will be followed by an appraisal by the course Tutor at a designated time in the program.

3. Legal requirements

Dealing with:

- Sections 2, 7 and 8 of the Health & Safety At Work Act 1974
- Identifying current training standards as described in:
- Provision and Use of Work Equipment Regulation 1998
 - Lifting Operations and Lifting Equipment Regulation 1998
 - Management of Health & Safety At Work Regulation 1992
 - Workplace Regulation 1992
 - Young Persons Health & Safety At Work Regulation 1997

- Disability & Discrimination Act 1995
- HSE - Approved Code of Practice and guidance
- Rider-operated lift trucks Operator training and safe use 2013 (L117)

Dealing with sections on selection of operators, training of operators and supervision of operators etc.

4. Principles of instruction

Explanation of the need for careful thorough preparation, correct methods of presentation and effective confirmation. How to analyse the task, identify training needs, set objectives, prepare course programme and lesson plans. Selection and use of visual aids, development of question and answer technique during instructional preparation and presentation.

5. Example practical lesson

Course Tutor to demonstrate and explain the preparation and presentation of a practical lesson incorporating the correct techniques and procedures. This will include any required visual aids and question and answer techniques.

6. Practical lesson exercise

During these periods each candidate will be expected to, with assistance and guidance from the course Tutor, prepare, plan and conduct a practical lesson using one or more of their course colleagues as a trainee. These will progress to multiple stage lessons and multiple trainee situations. Each exercise will be followed by an appraisal by the course Tutor.

7. Example classroom lesson

Course Tutor to demonstrate and explain the preparation and presentation of a classroom lesson, incorporating the use of any relevant visual aids and the question and answer techniques.

8. Classroom lesson exercises

During these periods, each candidate will be expected to, with the assistance and guidance from the course Tutor, prepare, plan and conduct a 15 minute classroom period of instruction using any relevant visual aids and question and answer techniques.

9. Assessing

How to assess the trainee's progress during training and evaluate the success of the instruction with a test.

10. Report writing

Each candidate will be required to write a brief report, with the assistance and guidance of the course Tutor. Ensuring that the report has correct truck details. Highlighting any strengths, weaknesses and recommendations. Each exercise will be followed by an appraisal by the course Tutor.

11. Testing

Each course candidate will undergo a series of:

Theoretical tests - a combination of multiple choice and written answers covering:

1. Operator Theory Test.
2. Health & Safety Legislation (AITT test paper 1).
3. Techniques of Instruction (AITT test paper 2).
4. Testing Standards (AITT test paper 3).

Practical tests:

5. Operators test to instructor standard (25 penalty points or less).
6. Pre use practical test.
7. Prepare and present a classroom lesson to a group (minimum 15 minutes) on an operator training related subject using:
 - a) Suitable visual aids.
 - b) Question and answer techniques.
8. Conduct a practical lesson containing a minimum of 2 separate practical demonstrations to a group of 2 trainees.
9. Construct a test course and carry out a recognised test for 'Basic operating Skills' on the equipment nominated.
10. Write an end of course report on a trainee, whose report detail will be provided by the Tutor.