

Health & Safety Certification & Services Ltd

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HSE/ITSSAR National Training Provider No 3:10005

Registered in England No 06991213

Certification, Training & Consultancy Services - Industrial - Construction - Warehousing - Timber - Staff - Supervisory - Management - Policy Formulation

In Company Low Level Order Picker (LLOP) Instructor Training & Certification



**A NATIONAL SERVICE with LOCAL TRAINERS
and INDIVIDUAL CARE**

Central Administration Office

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This course is designed under the HASAWA, PUWER, LOLER, L114 and MHASAWA to instruct and certificate potential trainers / instructors in the recognised, correct and safe working knowledge and practical applications of the Low Level Order Picker. On completion successful delegates will be able to train and certificate operators within the host company

Objectives

By the end of this course the delegates will be able to:

- Have an understanding of the role of the trainer
- Demonstrate knowledge and application in the formulation of appropriate training programmes.
- Analyse handling tasks (Risk Assess)
- Present courses with multiple aids.
- Set appropriate course examinations.

Key Areas

- The role of the trainer.
- Principles of instruction.
- Lesson planning/formulation.
- Presentation techniques.
- Question and Answer techniques.
- Identification & analysis of tasks.
- Setting of examinations/feedback papers.
- Developing training programmes for diverse groups.



Duration

The course will be of 4 days minimum duration for 1 to 3 Delegates. Or 5 Days for 4-6 delegates.

There will also be overnight assignments to complete.

Candidates must have attended a recognised Accredited and certificated LLOP operator course within the 12 months prior to the course by an independent provider (not in house). This course is limited to LLOP Trucks and does not qualify trainers for any other Lift Trucks without additional training, however the course content is recognised as an Instructional Techniques course and adding additional trucks will not require a full trainer course, please contact us for details.

Instructor Qualities

A good Instructor will need to adopt an enthusiastic approach to every lesson, will thoroughly research the subject matter, simplify the difficult areas to be taught and set a good example by a confident attitude and a fair, firm, but friendly approach to the trainee operators and will always endeavour to see each problem through the eyes of the individual members of the course. This should be borne in mind when selecting potential instructors.

Discounts are available for multi bookings of 2 or more courses. Course fees are subject to vat and fully inclusive of all course materials, manuals, examination fees, registrations, certification and full course reports. On site course fees include all travel and expenses.



LLOP In House Instructor Course Content

The following brief course content description covers all courses.



IN COMPANY LOW LEVEL ORDER PICKER INSTRUCTOR TRAINING COURSES

In Company Course Content

The following brief course content description covers the recognised 4 day new entrant course. The re-registration courses (at 5 Years) will re affirm 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, and issue Certification.

- 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.
- 2 Recommendations of Training:** Selection of Operators: age, medical condition, previous experience, Training of operators: Types of courses, Basic Training, Specific Training, Familiarisation Training, Conversion Training, Refresher Courses.
- 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.
- 4 Operating Ability:** Undertake and pass an operators test, Carry out pre-use checks, & pass a knowledge test.
- 5 Classroom Lessons:** 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.
- 6 Practical Demonstrations:** conducting demonstrations related to practical LLOP operation with constructive comments.
- 7 Practical Lessons** conducting practical lessons on subjects related to lift truck operations.
- 8 Basic Skills Test:** constructing a test area, conduct & mark a basic skills test to the required standards, Complete relevant paperwork and documentation.
- 9 Report writing,** Certification and Training Records, Report Content, Certificate of basic training, Employers Authorisation, Company training records, Further Training needs.



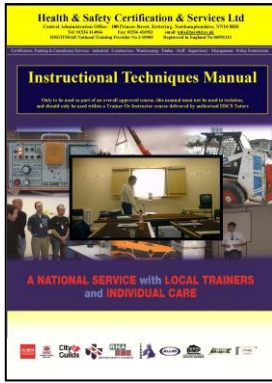
Assessment on all the above elements is carried out throughout the course and each section signed off as completed with no end test. Failure to achieve an acceptable standard on any of the elements at course end will necessitate further training. Registration cannot be undertaken until all elements have been passed. Registration is for a 5 year period.

On successful completion of the course, the in house instructor will be qualified to train LLOP operators, issue certification, organise and administer operator competence tests, and issue employers permits to operate **ON LLOP TRUCKS FOR WHICH HE/SHE HOLDS THE RELEVANT OPERATOR'S CERTIFICATE.**

COURSE DOCUMENTATION

All Instructor courses offered and undertaken by HSCS include any and all course manuals, training aids, documentation and course registration documents. Differing courses carry differing levels of documentation and materials. Copies of the candidate & course reports, assessment papers and registration documents are sent to our clients as a matter of course. These will carry all the information required by HSE, EHO's insurance companies etc.

COURSE DOCUMENTATION



Instructional Techniques Manual

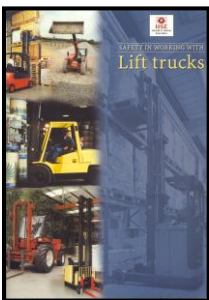
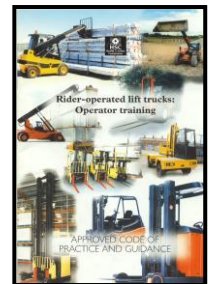
Used throughout the courses, and the main resource document, this covers all the information and explanations as to completing the course and the achievement of the assessments. It includes sections on - qualities of the instructor, The role of the instructor, learning incentives and methods, principles of instruction, question techniques, lesson planning and creation, delivering classroom based lessons, delivering practical based lessons, use of training aids, setting and applying examinations, planning training programmes and syllabuses, safety of candidates, application of standards, monitoring course design etc.

For Bespoke Courses this manual can incorporate the client companies own logos, policies, safe systems of work, risk assessments, example company documentation etc.

L117 Approved Code Of Practice

This code is the measure that HSE use to determine whether or not the legal requirements have been met. This guidance is not compulsory but inspectors will refer to this document as illustrating good practice. The ACOP also contains guidance on general aspects of training, and linked with the HSG6 forms the basis of operator training requirements, and therefore the requirements of the instructor.

The ACOP includes sections on legislation, Obligation to provide training, training areas and facilities, training structure and content, testing, records, basic specific and familiarisation training, authorisation, monitoring of training courses, accrediting bodies, training records etc etc.



HSG6 Safety In Working With Lift Trucks

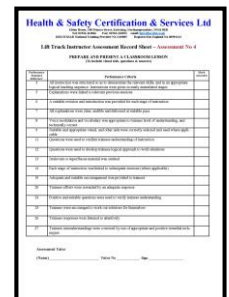
This guidance is issued by the Health & Safety Executive. Following this guidance is not compulsory but Inspectors will use this to secure compliance with the law. This is therefore another crucial document for instructors.

The HSG6 includes sections on, types of truck, lift truck operators, training, authorisation, the working area, protecting pedestrians and operators, operation of lift trucks, trailers and loading platforms, maintenance, accrediting bodies and medical standards.

Instructor Assessment Record Sheets

Of the assessments that candidates undertake the first is the demonstration of skills to instructor standard, the next 3 are theory based and the final assessments are related to the application of practical and classroom based lessons and report writing. All courses are of continual assessment basis (No End Test) and the 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 A Practical Skill Test
- Write An Accurate But Brief End Of Course Report



Final Course Assessment Record Sheet

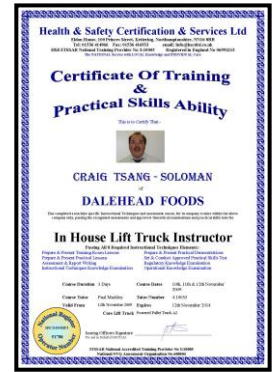
This document records the final assessments of candidates and is forwarded with the end of course documentation. This record is a major end of course document detailing the candidates achievement levels and is evidence of the training and achievement.

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

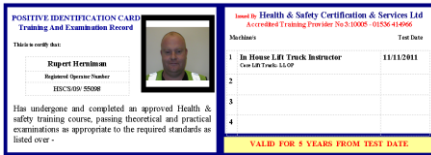
CERTIFICATION

Instructor Certificate, (A4) this gives the required details of the Instructor training dates, name and registered number, the training provider (HSCS) / accrediting body their address and contact details, the accredited Tutor details etc. 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.



Positive ID Card,



This is issued in addition to the certificate. Where certification will be held in an office, or training record files, the ID card is credit card sized and must be worn whilst undertaking any training. The reverse of the card details the machines the instructor can train on, and the front carries relevant details of training, ID etc. Validity of the ID card is for five years.

Temporary Pass Notification,

Due to the accreditation process, quality systems and the registration process of instructors, it can take up to two weeks for certification to be forwarded to clients, HSCS recognise that clients and instructors often need to train operators on the plant as soon as they have achieved certification, we have therefore introduced the temporary pass notification, this demonstrates achievement and also lists contact numbers for HSE or EHO's should they visit sites / premises between achievement and certification being in place. The temporary pass notification is duration limited to 14 days from issue.



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

HSCS Training Services believe in offering a full and complete service, that 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 national levels. In addition support materials are available for the delivery of training courses, this material typically includes DVD presentations, course manuals, course handouts, 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.


John Steel
National Manager

