

## Forklift Instructor Conversion Course

This course is designed to provide an entry route to RTITB registration, it is for those experienced lift truck operator instructors, who have qualified by one of the following means: -

- Currently registered via one of the listed accrediting bodies, AITT, ITSSAR, NPORS
- Currently registered as an RTITB LGV Instructor
- Military/Fire Service with a suitable, current and appropriate material handling instructor qualification
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The duration of the conversion course is variable (3 days or 5 days) depending upon the type and currency of qualifications held (see eligibility criteria).

### Course dates:

- 26<sup>th</sup> - 30<sup>th</sup> October 2015
- 28<sup>th</sup> November – 2<sup>nd</sup> December 2015

### See below for a course overview and prices

This course is delivered at our R T I T B accredited training centre at Eastleigh in Hampshire.

To enquire about course availability please call on 02381 788 893 or click here to e-mail us [enquiries@ft4u.co.uk](mailto:enquiries@ft4u.co.uk)

# Lift Truck Instructor Conversion Course

## Course Overview

The provision of training including Health and Safety Regulations, directives, ACOPS and official guidance

Selection and training of lift truck instructors

Selection and training of lift truck operators

Role and qualities of the instructor

Principles of instruction

Preparation, planning and presentation of both in-class and practical instruction

Question and answer techniques

Selection and use of visual aids

Assessment and testing (The Practical Test/s) of Basic Operating Skills)

Report Writing

Training records and validation of training

Certificates of training and authorisation to operate

## Eligibility

Currently registered instructors, registered via one of the following accrediting bodies AITT, ITSSAR, NPORS are eligible to attend a 3 day duration course.

FT4U always recommended those instructors that do not deliver basic operator courses to RTITB Accredited standards on a regular basis within their registration period (Daily or weekly) should attend a course of a minimum of 5 days duration.

On all instructor conversion courses delegates are expected to have strong literacy, numeracy and communication skills and an aptitude for analytical analysis.

Delegates will be expected to write and deliver lesson plans and be able to digest a significant amount of written information.

All delegates must be enthusiastic and prepared to complete homework assignments, ready for the next day's instruction

## **Eligibility con't**

All other delegate instructors, including those whose qualification via other awarding bodies have expired (up to a maximum of 12 months after expiry), must attend a 5 day duration course

All delegates must be able to provide documentary evidence of their instructor qualification prior to course commencement.

This is a Professional Qualification, we expect delegates to be able to conduct themselves as professionals from day one!

You only get one chance to make a first impression, don't you?

## **Examination**

The examination consists of 3 elements:

1. Practical Test of Basic Operating Skills (Maximum 25 penalties). This is usually carried out on the first day of the course by the course instructor.
2. RTITB Examination of Practical Instructional Ability (Maximum of 40 minutes). Delegates must score a minimum of 70 out of a possible 100.  
This examination is administered on the final day of the course by an independent RTITB Examiner.
3. RTITB Examination of Instructor Associated Knowledge (Maximum of 30 minutes). A minimum of 80% must be achieved.  
This examination is administered on the final day of the course by an independent RTITB Examiner not by FT4U.

All 3 elements must be successfully completed in order to achieve an overall pass and qualify as an RTITB Lift Truck Instructor. Following successful completion, delegates will then be eligible for entry onto the RTITB National Register of Instructors, 'The Professional Register', for a period of 5 years.

## **Prices at our accredited training centre as of 1st April 2015**

- 3 days - £420 + VAT per delegate
- 5 days - £695 + VAT per delegate

### **All bookings include**

Free registration on the RTITB Register of Professional Instructors (Normally £75 per person)

Examination fees

RTITB Lift Truck Trainers' Guide of your choice (to the value of £65)

RTITB Training Recommendations for Workplace Transport (normally £28)

**For more information, please contact FT4U on 02381 788 893 and ask for Richard**

### **Remember**

This is a Professional Qualification, something to be proud of and it is a real achievement to be added to the RTITB Professional Register of Instructors