

SKILLS PROGRAMME DOCUMENT



Skills Programme Title		Order Picker Lift Truck F9 Driver			
NQF Level	3	Credits	20	Duration in days	25 Days
Skills Programme ID		SP-220311			
Skills Programme Status	APPROVED			Start Date	End Date
				02/03/2022	02/03/2027
Last date for enrolment	02/03/2028	Last date for achievement	02/03/2031		

SKILLS PROGRAMME DETAILS

1.	Title	Order Picker Lift Truck F9 Driver
2.	Sub Title	734402: Forklift Driver
3.	NQF Level	3
4.	Duration	25 days
5.	Credits	20 credits
6.	Quality Assuring Body	Quality Council for Trades and Occupations (QCTO)
7.	Skills Programme Rationale	<p>The requirement for authorising employees or contractors to operate driven machinery is prescribed by the Department of Employment and Labour regulations such as:</p> <ul style="list-style-type: none"> • Driven Machinery Regulations (DMR) No. R. 540, 2015, dated 24 June 2015 (Government Gazette No. 38905). • Government Notice, National Code of Practice for the Training Providers of Lifting Machine Operators No 539, 2015, dated 24 June 2015 (Government Gazette No. 38904). • Occupational Health and Safety Act, Act 85 Of 1993 Guidelines for Driven Machinery Regulations, 2015 dated 31 March 2017 (Government Gazette No. 40734). <p>The Department of Employment and Labour requires that Lift Truck Drivers achieve an NQF-registered skills programme.</p> <p>The skills programme Order Picker Lift Truck F9 Driver at NQF Level 3 is one of 16 Lift Truck Driver skills programmes listed in the National Code of Practice for Training Providers (2015) - known as the NCoP as incorporated into the Driven Machine Regulation 18 (11) of 2015. This Skills Programme has common knowledge modules to allow for articulation between Counterbalanced Lift Truck F1 Driver and other lift machine Skills Programmes</p> <p>The need for Lift Machine Operators within various sectors such as transport, mining, manufacturing, production, construction, and warehousing sectors has created a demand for people with the skills to use and operate different types of lift trucks to perform a wide range of activities safely and efficiently, with due consideration to the context in which they operate. This skills programme was also developed to standardise the practice of accreditation, resulting in improved quality in terms of programme delivery. Typical learners for this skills programme will be anyone seeking to be certificated as an operator of the said machine.</p> <p>The Order Picker Lift Truck F9 Driver skills programme at NQF Level 3; may provide qualifying learners with access to qualifications in related fields.</p> <p>This skills programme should allow qualifying learners to be certificated to operate an Order Picker Lift Truck F9. Qualified learners could</p>

		progress to become Crane or Hoist Operators or gain access to the Occupational Certificate: Rigger.	
8.	Related registered qualification/s	National Certificate: Lifting Machine Operations	
9.	Purpose	<p>The purpose of this skills programmes is to prepare a learner to operate as an Order Picker Lift Truck F9 Driver</p> <p>The learner will understand the high-risk environment in which they will be operating. They will have and understanding of the physics of momentum and how to safely work in different environments. In addition, learners will develop communication skills in a noisy industrial environment.</p> <p>An Order Picker Lift Truck F9 Driver operates an Order Picker Lift Truck F9 that is designed and constructed for the purpose of raising or lowering to any position, store or retrieve a load for first and second level racking (NA/WA).</p> <p>A qualified learner will be able to:</p> <ul style="list-style-type: none"> • Conduct Order Picker Lift Truck F9 pre-start and start up checks • Move and position loads with an Order Picker Lift Truck F9 • Refuel/energise, park and shut down an Order Picker Lift Truck F9 	
10.	Content	<p><u>Knowledge component</u></p> <ul style="list-style-type: none"> • 900079-000-00-KM-01, Health, Safety, Risk and Legislation, NQF Level 2, Credits 2 • 900079-000-00-KM-02, Environment, Energy, Efficiency and Ethics, NQF Level 2, Credits 1 • 900079-000-00-KM-03, Tools, Equipment and Maintenance, NQF Level 3, Credits 2 • 900079-000-00-KM-04, Principles of Lift Truck 	<p><u>Application component</u></p> <ul style="list-style-type: none"> • 900079-000-00-PM-01 Inspect work area and personal protective equipment for safe operations, NQF Level 2, Credits 2 • 900087-000-00-PM-01 Conduct pre-start, operational checks and basic maintenance on an Order Picker Lift Truck F9, NQF Level 3, Credits 1 • 900087-000-00-PM-02 Operate an Order Picker Lift Truck F9 by lifting, moving and

		<p>Operations, NQF Level 3, Credits 2</p> <ul style="list-style-type: none"> • 900079-000-00-KM-05, Principles of load recognition and storage, NQF Level 3, Credits 1 • 900079-000-00-KM-06, Principles of Communication, NQF Level 2, Credits 1 <p>Total Credits: 9</p>	<p>positioning loads, NQF Level 3, Credits 6</p> <ul style="list-style-type: none"> • 900087-000-00-PM-03 Refuel/energise an Order Picker Lift Truck F9 in the designated refuelling/energising area, NQF Level 3, Credits 1 • 900087-000-00-PM-04 Park, secure and shut down an Order Picker Lift Truck F9 in the designated secure area, NQF Level 3, Credits 1 <p>Total Credits: 11</p>
11.	Minimum entry requirements	NQF Level 2 with Mathematical Literacy (i.e. numeracy)	
12.	Exit Level Outcomes (ELO) and Associated Assessment Criteria (AAC)	<p>ELO 1: Conduct an Order Picker Lift Truck F9 pre-start and start up checks in accordance with the NCOP Code (10%)</p> <p>ELO 2: Conduct picking up and lowering operations with an Order Picker Lift Truck F9 in accordance with the NCOP Code (80%)</p> <p>ELO 3: Conduct Refuelling/energising, parking and shut down of an Order Picker Lift Truck F9 in accordance with the NCOP Code (10%)</p>	
13.	Continuous Assessment & Final Supervised Assessment (FISA)	<p>Continuous Assessment</p> <p>The SDP must ensure that all learners are enrolled with the QCTO at the start of training (within 5 days) in the format required by the QCTO.</p> <p>Continuous assessment is set by the SDP in accordance with the outcomes provided.</p> <p>This may consist of a variety of methods, e.g. practical or written assessments, assignments, projects, demonstrations, presentations or any other form of assessment to assist the learner in the learning process.</p> <p>During training, it is mandatory for formal summative assessments to take place at the end of each module/topic. These results must be</p>	

formally recorded, and be available for monitoring and/or evaluation by the QCTO.

Final Integrated Supervised Assessment (FISA)

All learners gain entrance to the Final Integrated Supervised Assessment by successfully completing all formal summative assessments conducted by the SDP.

Format of FISA: A practical and written assessment integrating the relevant Exit Level outcomes, with simultaneous verbal assessment of embedded knowledge by the assessor before, during or after the FISA.

All FISAs must be supervised, and virtual FISAs must be recorded throughout the assessment.

All Exit Level Outcomes must be covered in the FISA. In the FISA, the learner must demonstrate applied knowledge and skills to prove that the competencies of the Skills Programme have been achieved.

The FISA may not contain any assessments used in the "Continuous Assessment" process (thus no re-assessment).

Special considerations should be made for candidates with special learning needs.

Standards for Final Integrated Supervised Assessment (FISA):

The learner should be provided with a brief/job card/task to demonstrate what the learner should show, know or produce in a product, relevant to the Exit Level Outcomes. This is the section where the learner must show ***applied competency (what the learner must be able to do, according to the expected standard)***

FISA INSTRUMENTS

1. Competencies to be assessed during FISA

- The practical task(s) provided must ensure that a learner will be able to:
 - Operate an Order Picker Lift Truck F9 in order to lift, move and position loads/materials for first and second level racking (NA/WA).
A rubric/competency test tool must be designed to assess learners' required competencies according to the set standards as stipulated in the evidence below:

2. Evidence Required from each Learner

The practical task(s) provided shall require the learner to show that he/she can:

- Conduct an Order Picker Lift Truck F9 pre-start and start up checks according to process and procedures
- Plan and Move and position loads with an Order Picker Lift Truck F9 according to process and procedures
- Refuel/energise, park and shut down an Order Picker Lift Truck F9 according to process and procedures

In the written component, learners must be given real life scenarios in which they must demonstrate that they have knowledge in order to respond to challenges/issues/problems in given scenarios, in relation to the following:

- Health and safety
- Equipment, materials and maintenance

		<ul style="list-style-type: none"> • Communication <p>The learner must achieve a minimum of 70% to be found competent for the written component.</p> <p>The maximum allocated time for the completion of the FISA is 8 hours including both practical and written activities</p> <p>Whilst conducting the above practical, strategic, well-timed questions should be asked of the learner to assess embedded knowledge gained during the skills programme, as well as critical thinking and problem-solving skills: for e.g.</p> <ul style="list-style-type: none"> • "Why.....?" • "What would happen if ...?" • "When is done, what would the result be?" • "How would you deal with?" • Etc. <p>The marking rubric/compliance checklist used to assess these competencies must include a section for the assessor/facilitator used in this session to make a note of competencies shown, (or not shown), as well as the questions that were asked, and a summary of the learner's answers, and state whether these are of the acceptable standard or not.</p> <p>The marking rubric/compliance checklist compiled should contain specific areas marked with an asterisk (*) as compulsory sections in order for the learner to be declared C (Competent). Compulsory sections are when the safety of the candidate or others would be affected if incorrectly completed.</p> <p>Learners who complete this skills programme will accumulate credits towards the relevant full or part qualification. The Credit Accumulation and Transfer (CAT) Policy may apply to these learners.</p> <p>Submission of final results</p> <p>Final results must be submitted to the QCTO in the required format, within 21 days of the date of the FISA, together with the following:</p> <ul style="list-style-type: none"> • Completed QA Verification Report on the FISA (QCTO template: relevant sections). • A copy of the final Assessment Instrument used, as well as the marking guideline / rubric.
14.	Recognition of Prior Learning (RPL)	<ul style="list-style-type: none"> • Learners will gain access to the skills programme through RPL for access as provided for in the QCTO RPL Policy. RPL for access is conducted by accredited education institution, skills development provider or workplace accredited to offer that specific skills programme. • Learners who have acquired competencies in skills programme will be credited for such topics through RPL. • RPL for access to the Final Supervised Assessment: Accredited providers and approved workplaces must apply the internal assessment criteria specified in the skills programme document to establish and confirm prior learning and achievement of required competencies for the skills programme.

15.	Work Opportunities/further learning	<p>This skills programme will enable qualifying learners to access other lift-truck-related occupations in various industries.</p> <p>Should they be authorised by the Department of Employment and Labour; this may allow them access to even more lift-truck operations in even more diverse sectors of the economy</p>
16.	Skills Development Provider Accreditation Requirements	<p>Physical Requirements:</p> <ul style="list-style-type: none"> • Access to a Lift Truck • Environment/work area • Tools and equipment • Attachments (e.g.: Lifting magnets, plates; Crane weighers, lifting chains; Web/Belt Slings; etc.) • Safe operating procedures • Manufacturer’s specifications and processes <p>Human Resource Requirements:</p> <ul style="list-style-type: none"> • Facilitator: Should be a licensed and experienced Order Picker Lift Truck F9 Driver with at least 3 years’ relevant experience working within an Order Picker Lift Truck F9 environment as an operator and qualified as a Facilitator. • Assessor: Should be a licensed and experienced Order Picker Lift Truck F9 Driver with at least 3 years’ relevant experience working within an Order Picker Lift Truck F9 environment as an operator and qualified as an Assessor. • Practical coach/learner ratio 1 to 1 dependant on the cab’s capacity. <p>Legal and Safety Requirements:</p> <ul style="list-style-type: none"> • Registered with DoEL • Compliant with the Road Traffic Act, as applicable • Compliant with National Code of Practice in line with the Driven Machinery Regulations Act <p>Safety requirements</p> <ul style="list-style-type: none"> • Compliant with Health, Safety, Environment, Risk and Quality (SHERQ)
