


<b>SKILLS PROGRAMME DOCUMENT</b>					 Quality Council for Trades & Occupations	
Skills Programme Title		<b>VNA Lift Truck F14 Driver</b>				
NQF Level	3	Credits	20	Duration in days	25 Days	
Skills Programme ID Number		SP-220316				
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.	<b>Title</b>	VNA Lift Truck F14 Driver
2.	<b>Sub Title</b>	Forklift Driver OFO Code 734402
3.	<b>NQF Level</b>	3
4.	<b>Duration</b>	25 days
5.	<b>Credits</b>	20 credits
6.	<b>Quality Assuring Body</b>	Quality Council for Trades and Occupations (QCTO)
7.	<b>Skills Programme Rationale</b>	<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"> <li>• Driven Machinery Regulations (DMR) No. R. 540, 2015, dated 24 June 2015 (Government Gazette No. 38905).</li> <li>• 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).</li> <li>• Occupational Health and Safety Act, Act 85 Of 1993 Guidelines for Driven Machinery Regulations, 2015 dated 31 March 2017 (Government Gazette No. 40734).</li> </ul> <p>The Department of Employment and Labour requires that Lift Truck Drivers must achieve an NQF-registered skills programme.</p> <p>The skills programme VNA Lift Truck F14 Driver at NQF Level 3 is one of the 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</p>

		<p>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 VNA Lift Truck F14 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 a VNA Lift Truck F14. Qualified learners could progress to become Crane or Hoist Operators or gain access to the Occupational Certificate: Rigger.</p>	
8.	<b>Related registered qualification/s</b>	National Certificate: Lifting Machine Operations	
9.	<b>Purpose</b>	<p>The purpose of this skills programme is to prepare a learner to operate as a VNA Lift Truck F14 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 to communication skills in a noisy industrial environment.</p> <p>A VNA Lift Truck F14 Driver operate a VNA Lift Truck F14 with a non-elevating cab, in order to lift, move and position loads/materials in very narrow aisles and service all levels.</p> <p>A qualified learner will be able to:</p> <ul style="list-style-type: none"> <li>• Conduct VNA Lift Truck F14 pre-start and start up checks</li> <li>• Move and position loads with a VNA Lift Truck F14</li> <li>• Refuel/energise, park and shut down a VNA Lift Truck F14</li> </ul>	
10.	<b>Content</b>	<p><b><u>Knowledge component</u></b></p> <ul style="list-style-type: none"> <li>• 900079-000-00-KM-01, Health, Safety, Risk and Legislation, NQF Level 2, Credits 2</li> </ul>	<p><b><u>Application component</u></b></p> <ul style="list-style-type: none"> <li>• 900079-000-00-PM-01 Inspect work area and personal protective equipment for safe</li> </ul>

		<ul style="list-style-type: none"> <li>• 900079-000-00-KM-02, Environment, Energy, Efficiency and Ethics, NQF Level 2, Credits 1</li> <li>• 900079-000-00-KM-03, Tools, Equipment and Maintenance, NQF Level 3, Credits 2</li> <li>• 900079-000-00-KM-04, Principles of Lift Truck Operations, NQF Level 3, Credits 2</li> <li>• 900079-000-00-KM-05, Principles of load recognition and storage, NQF Level 3, Credits 1</li> <li>• 900079-000-00-KM-06, Principles of Communication, NQF Level 2, Credits 1</li> </ul> <p>Total Credits: 9</p>	<p>operations, NQF Level 2, Credits 2</p> <ul style="list-style-type: none"> <li>• 900092-000-00-PM-01 Conduct pre-start, operational checks and basic maintenance on a VNA Lift Truck F14, NQF Level 3, Credits 1</li> <li>• 900092-000-00-PM-02 Operate a VNA Lift Truck F14 by lifting, moving and positioning loads, NQF Level 3, Credits 6</li> <li>• 900092-000-00-PM-03 Refuel/energise a VNA Lift Truck F14 in the designated refuelling/energising area, NQF Level 3, Credits 1</li> <li>• 900092-000-00-PM-04 Park, secure and shut down a VNA Lift Truck F14 in the designated secure area, NQF Level 3, Credits 1</li> </ul> <p>Total Credits: 11</p>
11.	<b>Minimum entry requirements</b>	NQF Level 2 with Mathematical Literacy (i.e. numeracy)	
12.	<b>Exit Level Outcomes</b>	Exit Level Outcome 1	

		<ul style="list-style-type: none"> <li>• Conduct a VNA Lift Truck F14 pre-start and start up checks in accordance with the NCOP Code (10%)</li> </ul> <p>Exit Level Outcome 2</p> <ul style="list-style-type: none"> <li>• Conduct picking up and lowering operations with a VNA Lift Truck F14 in accordance with the NCOP Code (80%)</li> </ul> <p>Exit Level Outcome 3</p> <ul style="list-style-type: none"> <li>• Conduct Refuelling/energising, parking and shut down of a VNA Lift Truck F14 in accordance with the NCOP Code (10%)</li> </ul>
13.	<p><b>Continuous Assessment &amp; Final Supervised Assessment (FISA)</b></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 are 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 formally recorded, and be available for monitoring and/or evaluation by the QCTO.</p> <p><b>Final Integrated Supervised Assessment (FISA)</b> 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.</p> <p>All FISAs must be supervised, and virtual FISAs must be recorded throughout the assessment.</p> <p>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.</p> <p>The FISA may not contain any assessments used in the "Continuous Assessment" process (thus no re-assessment).</p> <p>Special considerations should be made for candidates with special learning needs.</p> <p><b>Standards for Final Integrated Supervised Assessment (FISA):</b></p>

		<p>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 <b><i>applied competency (what the learner must be able to do, according to the expected standard)</i></b></p> <p><b>FISA INSTRUMENTS</b></p> <p>1. <b>Competencies to be assessed during FISA</b></p> <ul style="list-style-type: none"> <li>• The practical task(s) provided must ensure that a learner will be able to: <ul style="list-style-type: none"> <li>○ Operate a VNA Lift Truck F14 with a non-elevating cab, in order to lift, move and position loads/materials in very narrow aisles and service all levels.</li> </ul> <p><i>A rubric/competency test tool must be designed to assess learners' required competencies according to the set standards as stipulated in the evidence below:</i></p> </li> </ul> <p>2. <b>Evidence Required from each Learner</b></p> <p>The practical task(s) provided shall require the learner to show that he/she can:</p> <ul style="list-style-type: none"> <li>• Conduct a VNA Lift Truck F14 pre-start and start up checks according to process and procedures</li> <li>• Plan and move and position loads with a VNA Lift Truck F14 according to process and procedures</li> <li>• Refuel/energise, park and shut down a VNA Lift Truck F14 according to process and procedures</li> </ul> <p>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:</p> <ul style="list-style-type: none"> <li>• Health and safety</li> <li>• Equipment, materials and maintenance</li> <li>• Communication</li> </ul> <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"> <li>• "Why.....?"</li> <li>• "What would happen if ...?"</li> <li>• "When ..... is done, what would the result be?"</li> <li>• "How would you deal with .....?"</li> <li>• Etc.</li> </ul> <p>The marking rubric/compliance checklist used to assess these competencies must include a section for the</p>
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<p>14.</p>	<p><b>Recognition of Prior Learning (RPL)</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Learners who have acquired competencies in skills programme will be credited for such topics through RPL.</li> </ul> <p>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.</p>
<p>15.</p>	<p><b>Work Opportunities and further learning</b></p>	<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>

<p>16.</p>	<p><b>Skills Development Provider Accreditation Requirements</b></p>	<p>Physical Requirements:</p> <ul style="list-style-type: none"> <li>• Access to a Lift Truck</li> <li>• Environment/work area</li> <li>• Tools and equipment</li> <li>• Attachments (e.g.: Lifting magnets, plates; Crane weighers, lifting chains; Web/Belt Slings; etc.)</li> <li>• Safe operating procedures</li> <li>• Manufacturer's specifications and processes</li> </ul> <p>Human Resource Requirements:</p> <ul style="list-style-type: none"> <li>• Facilitator: Should be a licensed and experienced VNA Lift Truck F14 Driver with at least 3 years' relevant experience working within a VNA Lift Truck F14 environment as an operator and qualified as a Facilitator.</li> <li>• Assessor: Should be a licensed and experienced VNA Lift Truck F14 Driver with at least 3 years' relevant experience working within a VNA Lift Truck F14 environment as an operator and qualified as an Assessor.</li> <li>• Practical coach/learner ratio 1 to 1 dependant on the cab's capacity.</li> </ul> <p>Legal Requirements:</p> <ul style="list-style-type: none"> <li>• Registered with DoEL</li> <li>• Compliant with the Road Traffic Act, as applicable</li> <li>• Compliant with National Code of Practice in line with the Driven Machinery Regulations Act</li> </ul> <p>Safety requirements</p> <ul style="list-style-type: none"> <li>• Compliant with Health, Safety, Environment, Risk and Quality (SHERQ)</li> </ul>
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