



National Unit specification: general information

Unit title: Forklift Truck Operation: An Introduction (SCQF level 5)

Unit code: H28P 11

Superclass: ZD

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Summary

This Unit develops practical knowledge and skills in the safe operation of a forklift truck. Candidates will learn about the key hazards in operating a forklift truck and the associated legislation governing forklift trucks. Candidates will be able to drive and operate a forklift truck with a range of load types safely and responsibly.

This is an optional Unit within the National Certificate in Agriculture at SCQF level 6 but may also be taken as a free-standing Unit. It is suitable for candidates who have no previous knowledge in this area.

Outcomes

- 1 Identify and describe the main controls of a forklift truck.
- 2 Describe the legislation and codes of good practice governing forklift trucks and common hazards associated with their use.
- 3 Describe the handling characteristics of load types when operating a forklift truck.
- 4 Drive and operate a forklift truck safely with a range of load types.

Recommended entry

While entry is at the discretion of the centre, it would be beneficial for candidates to have basic tractor driving experience, as evidenced by the attainment of the following Unit, or equivalent:

H28B 10 *Tractor Driving* (SCQF level 4)

General information (cont)

Unit title: Forklift Truck Operation: An Introduction (SCQF level 5)

Credit points and level

0.5 National Unit credits at SCQF level 5: (3 SCQF credit points at SCQF level 5*)

**SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

Core Skills

Opportunities to develop aspects of Core Skills are highlighted in the support notes of this Unit specification.

There is no automatic certification of Core Skills or Core Skill component in this Unit.

National Unit specification: statement of standards

Unit title: Forklift Truck Operation: An Introduction (SCQF level 5)

Acceptable performance in this Unit will be the satisfactory achievement of the standards set out in this part of the Unit specification. All sections of the statement of standards are mandatory and cannot be altered without reference to SQA.

Evidence can be produced holistically or Outcome by Outcome.

Outcome 1

Identify and describe the main controls of a forklift truck.

Performance Criteria

- (a) Identify the main controls of a forklift truck.
- (b) Describe the function of the main controls of a forklift truck.

Outcome 2

Describe the legislation and codes of good practice governing forklift trucks and common hazards associated with their use.

Performance Criteria

- (a) Identify the main legislation governing the use of forklift trucks.
- (b) Describe the codes of good practice associated with forklift truck operation.
- (c) Describe the common hazards associated with forklift truck operation.

Outcome 3

Describe the handling characteristics of load types when operating a forklift truck.

Performance Criteria

- (a) Identify the main load types handled by a forklift truck.
- (b) Describe the handling characteristics of different load types.

Outcome 4

Drive and operate a forklift truck safely with a range of load types.

- (a) Assess whether the forklift truck is safe and ready for use.
- (b) Drive and operate a forklift truck safely and responsibly.
- (c) Complete the movement of load types safely.

National Unit specification: statement of standards (cont)

Unit title: Forklift Truck Operation: An Introduction (SCQF level 5)

Evidence Requirements for this Unit

Performance and written or oral recorded evidence is required to demonstrate that candidates have achieved all of the Outcomes and Performance Criteria. Evidence will be obtained under supervised conditions at appropriate points throughout the Unit.

Outcome 1

Candidates must provide written and/or oral recorded evidence of the following:

- ◆ identification of at least five operator controls involved in driving a forklift truck.
- ◆ description of the function of at least five operator driving controls of a forklift truck.

Outcome 2

Candidates must provide written and/or oral recorded evidence of the following:

- ◆ identification of a minimum of three legislative regulations which must be observed when operating a forklift truck.
- ◆ description of the Health and Safety Executive code of good practice associated with forklift truck operation.
- ◆ description of at least six dangerous or hazardous situations when operating a forklift truck.

Outcome 3

Candidates must provide written and/or oral recorded evidence of the following:

- ◆ identification of two types of loads handled by a forklift
- ◆ description of the handling characteristics when moving two load types

Outcome 4

Candidates must provide performance evidence, under supervised conditions, of the following:

- ◆ completion of a vehicle condition assessment before use.
- ◆ safe loading, unloading, transportation and movement of at least two load types around a straightforward route or course, with due regard to equipment and conditions.
- ◆ demonstration of safe forklift truck driving manoeuvres to include reversing, accessing a constrained space and working with loads at height.

National Unit specification: support notes

Unit title: Forklift Truck Operation: An Introduction (SCQF level 5)

This part of the Unit specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 20 hours.

Guidance on the content and context for this Unit

This is an optional Unit within the National Certificate in Agriculture at SCQF level 6, but can also be taken as a free-standing Unit. In this Unit, candidates are required to identify and describe the main controls of a forklift truck and associated legislation governing them. Candidates will learn about the handling characteristics of different load types and the importance of pre-start checks and undertake these in a practical situation. Candidates will also learn how to safely operate a forklift under different situations. This Unit should prepare candidates for further practical study in relation to forklift operation with attachments.

In Outcome 1, candidates should learn the functions of the key controls involved in operating a forklift truck. This should include the clutch, brake, throttle, gears and boom control. Other controls such as forward/reverse gear shift and weight load instrumentation should be identified by the tutor.

In Outcome 2, candidates should become familiar with Health and Safety at Work, PUWER and LOLER legislation and their requirements in relation to operation of a forklift truck. Knowledge of the Health and Safety Executive codes of guidance surrounding the use and operation of forklift trucks should also be highlighted and discussed. The skills to undertake hazard awareness and risk assessment should also be taught.

In Outcome 3, candidates should become familiar with live and fixed loads and over centre loads in relation to boom height, ground conditions and vehicle speed. Load types should include the relationship between boom height and high and low density loads and their movement characteristics.

In Outcome 4 discussion should take place around general vehicle condition, road worthiness and overall safety condition before use. Tyre inflation levels and fluid levels and fork condition should also be highlighted. Candidates should be able to operate a forklift truck through a route or straight forward course, using the boom controls as appropriate and required with due regard to safety. The skill of reversing and driving a forklift truck into a confined space as well as operating the boom at various heights, lengths or distances should also be taught.

This Unit is broadly aligned to the following National Occupational Standard (NOS) from Lantra:

CU 12 Prepare and Operate a Power Vehicle.

National Unit specification: support notes (cont)

Unit title: Forklift Truck Operation: An Introduction (SCQF level 5)

Guidance on learning and teaching approaches for this Unit

This Unit should be delivered in as practical a context as possible. The emphasis should always be on the practical application and importance of the knowledge and understanding taught.

Candidates would benefit from working in small practical groups around a modern forklift in order to undertake practical checks and tasks, as well as individual practical driving and operational experience.

By blending the delivery of knowledge and understanding sessions with practical activities candidates should have an opportunity to develop the following essential skills for life, learning and work:

- ◆ Employability — through developing practical skills to industry standards and working on time limited tasks.
- ◆ Technical skills — through interpreting forklift truck controls, operation and driving abilities.
- ◆ Organisational skills — in terms of personal management through punctuality, record keeping, organising portfolio work, etc.
- ◆ Interpersonal skills — through team work with other candidates.

Guidance on approaches to assessment for this Unit

The following approaches to assessment are suggested.

Outcome 1: This could be assessed by a written assignment or structured question assessment, in which candidates demonstrate knowledge and understanding of the main controls of a forklift truck.

Outcome 2: This could be assessed by a written assignment or structured question assessment in which candidates demonstrate knowledge and understanding of the main legislative codes governing the use of forklift trucks.

Outcome 3: This could be assessed by a written assignment or structured question assessment in which candidates demonstrate knowledge and understanding of the handling characteristics of different load types.

Outcome 4: Candidates could undertake a pre-start check list/vehicle condition assessment sheet for a forklift prior to operation. Candidates will be assessed practically, and a checklist based on assessor observation of forklift driving could be used.

National Unit specification: support notes (cont)

Unit title: Forklift Truck Operation: An Introduction (SCQF level 5)

Opportunities for the use of e-assessment

E-assessment may be appropriate for some assessments in this Unit. By e-assessment we mean assessment which is supported by Information and Communication Technology (ICT), such as e-testing or the use of e-portfolios or e-checklists. Centres which wish to use e-assessment must ensure that the national standard is applied to all candidate evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. Further advice is available in *SQA Guidelines on Online Assessment for Further Education (AA1641, March 2003)*, *SQA Guidelines on e-assessment for Schools (BD2625, June 2005)*.

Opportunities for developing Core Skills

In this Unit candidates will develop knowledge and practical skills in the safe operation of forklift truck use. Candidates will:

- ◆ describe the main controls of a modern forklift truck.
- ◆ learn about and put into practice the health and safety aspects of operating a forklift truck.
- ◆ drive and operate a forklift truck safely with different load types.

This means that as candidates are doing this Unit they candidates may develop aspects of the Core Skills of *Communication, Numeracy and Problem Solving*.

In addition aspects of the following Core Skills could be developed where particular learning and teaching approaches are adopted:

- ◆ *Numeracy* — through measurement of weight, height and distances relating to load types, and through interpretation of graphical instrumentation, eg in the forklift truck cab on safe lift.

Disabled candidates and/or those with additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website www.sqa.org.uk/assessmentarrangements

History of changes to Unit

Version	Description of change	Date

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