



Operate ForkLift (OFL) – Without Class 3 License

For Whom

This course aims to provide people already working or wishing to enter the generic manufacturing industry with the skills and knowledge required to operate forklift. The Competency unit would be appropriate for people with job title such as Forklift driver.

Entry Requirement

Learners are assumed to

- Be able to interpret work instructions and technical information.
- WPLN 3

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Course Overview

This Competency Unit specifies the skills and knowledge required by people to operate in the trade pertaining to operate forklift in the manufacturing / logistics industry in a WSQ Level 1 operation.

Course Content

Types of forklifts and their load capacities

- Parts of forklift and their functions
- Workplace safety and health code of practice relating to forklift practice
- Protecting loads from damage during documentation
- Reporting procedures if work preparation is not completed
- Main parts of forklifts to be inspected
- Constituents of each main part of forklift to be inspected
- Safety precautions in inspecting forklift
- Cargo handling symbols
- Forklift stability
- Operating procedures for different types of loads
- Safety precautions in lifting potentially hazardous loads
- Operating procedures for different types of terrains and confined spaces
- Workplace safety and health code of practice relating to forklift operations
- Procedures of reporting unsafe/unauthorised forklift practices
- Procedures relating to parking of forklift
- Handover procedures of forklift

Course Duration

35 Hours including 2 hours Assessment

Medium of Instruction

English

Teaching Methodology

Face to face classroom teaching

Learning Environment

Our ergonomically designed classrooms are fully air-conditioned, equipped with whiteboards; audio/video equipment and free wi-fi.

Class Size

Minimum 4 Maximum 20

Facilitator/Learner Ratio

1:20 for Theory Lesson & Assessment | 1:1 for Practical Lesson & Assessment (Group of 5 trainees to 1 Forklift/Trainer)

Key person incharge

Mr. Monish V (General Manager – Corporate Support Division)

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Course Attendance

100% Attendance

Assessment Advice

Theory 60% (30 MCQ) Practical 100% competence based

Course Fee

S\$545.00

Funding & Claims

1. Skill future credit/funding available
SFC:

-All Singaporeans aged 25 and above can use their \$500 SkillFuture Credit from the government to pay for a wide range of approved skills-related courses. visit the SkillsFuture Credit website (www.skillsfuture.sg/credit) to choose from the courses available on the Training Exchange course directory

Mandatory adoption of e-attendance via SingPass from 1 October 2023: As per the SSG regulation we are introducing “e-attendance via SingPass,” for participants applying for funding. To ensure a smooth process, please verify your SingPass app access before attending the course. Kindly note that manual attendance submissions will not be accepted for funding invoices. Thank you for your cooperation.

SkillsFuture Singapore Hotline: For enquiries relating to skills, training and portal issues, please contact SkillsFuture Singapore at 6785 5785

2. UTAP

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Type	Category of Individuals		
	Singapore Citizens and Singapore Permanent Residents	Employer-sponsored and Self-sponsored Singapore Citizens aged 40 years old	SME-sponsored local employees (i.e. Singapore Citizens and Singapore Permanent Residents)
	Funding source		
	Skillsfuture funding (Baseline)	Singapore Mid-career Enhanced Subsidy	Skillsfuture Enhanced Training Support for SMEs
Course Fee	\$500.00	\$500.00	\$500.00
Skillsfuture Funding	\$250.00	\$350.00	\$350.00
Total Nett Fee	\$250.00	\$150.00	\$150.00
GST (9% * \$500)	\$45.00	\$45.00	\$45.00
Total Fee Payable to the Training Provider	\$295.00	\$195.00	\$195.00

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Course Venue

2 WAN LEE ROAD SINGAPORE- 627934

Renewal Points for professionals

NA

Certification

Based on the successful completion of the course and assessment, a certificate of achievement endorsed by Eversafe Academy Pte. Ltd. will be issued to all trainees. E-cert available

Registration Venue

No. 2, Kampong Kapur Road, Little India, Near Jalan Besar, MRT Station Exit B, Singapore – 208674

No. 3, Soon Lee Street, #04-14/16 & 17, Pioneer Junction, Singapore – 627606.

No. 2, Joo Koon Road, Singapore – 628966.

No. 2, Wan Lee Road, Singapore – 627934.



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SOP-64-F-06 (OFL) Course Brochure, Ver 1.00 Rev 00, 01st Mar 2024

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