



FORKLIFT OPERATOR REFRESHER TRAINING

For Whom

Forklift Operator Refresher Training enables an individual to acquire the skills and knowledge to operate forklift in the industry.

Entry Requirement

Trainees must

- have Valid Forklift License (Candidate must submit their forklift license for verification before enrollment)
- be able to interpret work instructions and technical information
- be able to listen, speak, read and write English, and be able to process numbers at a proficiency level equivalent to Workplace Literacy and Numeracy (WPLN) Level 3, or PSLE qualification.

Course Overview

- Forklift Operator Refresher Course is aims to provide trainees with the skills and knowledge required to operate a forklift safely.

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Course Content

Online Training (Asynchronous e-Learning for 7 modules)

- Relevant Workplace Safety & Health (WSH) Legislations/Singapore Standards S5573, applicable to forklift operation
- Refresh on the correct interpretation of the Load Chart
- Forklift Stability
- Pre-Operational & Post Checks on a Forklift Machine
- Techniques and requirements for safe operations

Highlights on the common safety lapses by forklift operators and the consequences.

Safety Rules (Do's and Don'ts)

Workshop (In person training)

4 case studies

Forklift Practical inclusive of 15 mins practical assessment

Demonstration by trainer and skills practice by learners

The trainer will explain and demonstrate the following activities:

- Prepare to carry out forklift operations
- Inspect forklift
- Carry out forklift operations
- Reinstate and handover forklift

Course Duration

11 training hours + 1 assessment hour (theory and practical)

Online Theory @ 4 hours via asynchronous e-learning covering 7 modules inclusive of 45 mins of Formative Assessment with 4 MCQs per module.

1 day workshop @ 8 hours [4 Case Study (4 hours) + Forklift Practical (4 hours inclusive of 15 mins for practical assessment per trainee)]

Medium of Instruction

English

Teaching Methodology

- Online Asynchronous e-learning and In-person workshop lecture presentation, group discussion, case studies, demonstration, practical, observation, practical assessment and feedback

Learning Environment

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

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Class Size

Workshop (In person training): 20 trainees per class (per trainer)

Practical: 1: 1 (Trainee: Trainer, Practical session)

[Group of 5 trainees to 1 Forklift/Trainer (or Assessor)]

Key Person In-charge

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

Facilitator/Learner Ratio:

Workshop (In person training) 1:20 Practical 1:1 (Group of 5 trainees per forklift machine per trainer)

Course Attendance:

100% for asynchronous learning and practical training cum assessment

Course Fee Inclusive of GST

S\$ 218

Assessment Advice

The trainee must attain 60% pass for the online formative assessment for Forklift Operator Refresher Training and 100% pass for the practical assessments to be issued the "Certificate of Successful Completion". Failure to complete the theory modules or pass the assessments shall render a "Fail" outcome for the trainee and the trainee must then re-course and complete the re-assessment.

Practical assessment: 15 mins/Trainee

- Inspect forklift machine
- Carry out forklift operations
- Parking (in & out of parking lot)
- Maneuvering (S and L shape) with and without load
- Loading and Unloading
- Reinstate and handover forklift

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Certification

- Upon completing the e-learning content and passing the formative assessment, participants will receive a Certificate of Completion from Eversafe Academy and be eligible to attend the in-person Workshop, Practical training and assessment.
- Upon meeting at least 100% attendance of In-person workshop, Practical training and assessemnt, participants will receive a Certificate of Successful Completion from Eversafe Academy valid for 3 years.
E-cert available

Course Venue

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

Requirements to be a trainer/assessor/developer for this course

Trainer Requirements

A trainer of this Competency Unit must:
have completed Operate Forklift course
have at least 5 years' experience related to Forklift Operation in the industry be equipped with Advanced Certificate in Training and Assessment (ACTA) or Advanced Certificate in Learning and Performance (ACLPL) or Diploma in Adult Continuing Education (DACE) or Diploma in Design and Development of Learning for Performance (DDDLPL).
Advanced Certificate in Workplace Safety and Health (to take effect from 1 Jan 2026)

Assessor Requirements

An assessor of this Competency Unit must
have completed Operate Forklift course have at least 5 years' experience related to Forklift Operation in the industry
be equipped with Advanced Certificate in Training and Assessment (ACTA) or Advanced Certificate in Learning and Performance (ACLPL) or Diploma in Adult Continuing Education (DACE) or Diploma in Design and Development of Learning for Performance (DDDLPL)
Advanced Certificate in Workplace Safety and Health (to take effect from 1 Jan 2026)

The trainer for the course is not permitted to be the assessor for the same course learners during the assessment.

Renewal Points for professionals

SDU Points: NA

Funding & Claims

1. Skill future credit/funding available

-All Singaporeans aged 25 and above can us 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

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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

Forklift Operator Refresher Training			
Type	Category of Individuals		
	Singapore Citizens and Singapore Permanent Residents	Employer-sponsored and Self-sponsored Singapore Citizens aged 40 years old and above	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	\$200.00	\$200.00	\$200.00
Skillsfuture Funding	\$100.00	\$140.00	\$140.00
Total Nett Fee	\$100.00	\$60.00	\$60.00
GST (9% * \$200)	\$18.00	\$18.00	\$18.00
Total Fee Payable to the Training Provider	\$118.00	\$78.00	\$78.00

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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