



# Operate Reach Truck (ORT)

## For Whom

All warehouse/logistics workers in the Transportation and Storage, Construction, Process, Marine and Manufacturing industries are recommended to attend this course and gain competency in safe operation of reach trucks. Other jobholders such as Forklift Operators, Warehouse Assistants, Site Safety Supervisors, Foreman, Logistic Supervisors, Logistic Co-ordinators, Warehouse Managers, Material Handling Equipment (MHE) Operator, Safety Co-ordinators and Safety Officers may attend this course to have a better understanding of the hazards and control measures and legal implications when handling such equipment.

## Course Overview

Operate Reach Truck course is aim of this learning unit is to equip participants with the necessary safety knowledge and skills to operate a Reach Truck. This course is intended for workers who need to use and operate a Reach Truck in various work settings, allowing them to do so in a safer work environment.

# Operate Reach Truck (ORT)

## Entry Requirement

**Learners are assumed to possess the following set of attitudes, skills and knowledge:  
Learners must be above 18 years of age**

### 1) Course Entry Requirements

Minimum WPLN Level 3

### 2) Assumed Attitude, Skills and Knowledge:

Ability to read and understand manufacturer's instructions, procedures and safety signs.

### 3) Working Experience

Have good sense of "situational awareness" and safety consciousness.

## Course Content

**Learning Unit 1:** Responsibilities of stakeholders under WSH Act and its subsidiary legislations.

**Learning Unit 2:** Safe Work Procedures to operationalize mechanized equipment

## Course Duration

8 Hours including 1 Hour of Assessment

## Medium of Instruction

English

## Class Size

Theory Training : 5 Trainees per class (per Trainer)

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

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

## Key Person In charge

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

## Teaching Methodology

Class room Lecture, Discussion, Roleplay, Q&A, E-Learning, Micro Learning, Interactive Video , Case Studies, IPR and Hands-on Practical Sessions

## Learning Environment

Room with the capacity for up to 20 candidates. Our ergonomically designed classrooms are fully air-conditioned, equipped with whiteboards; audio/video equipment and free wi-fi. Practical Stations

## Assessment Advice

Written Assessment :30 minutes Passing Criteria : 80%

Practical Performance :30 Minutes / Trainee Passing Criteria : 100% Competency based

## Course Fee Inclusive of GST

S\$ 294.30

## Course Attendance

THEORY: 100% AND PRACTICAL: 100%

# Operate Reach Truck (ORT)

## Facilitator/Learner Ratio

Theory Lesson 1:5 (Trainer),  
Written Assessment :1:5 (Assessor)  
Practical Performance : 1:1 (Maximum 5 Trainees class per Assessor)

## Funding & Claims

SDF and SFC 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](http://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

### Operate Reach Truck (ORT)

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	\$294.30	\$294.30	\$294.30
Skillsfuture Funding	\$147.15	\$206.01	\$206.01
Total Nett Fee	\$147.15	\$88.29	\$88.29
GST (9% * \$294.30)	\$26.49	\$26.49	\$26.49
<b>Total Fee Payable to the Training Provider</b>	<b>\$173.64</b>	<b>\$114.78</b>	<b>\$114.78</b>

## Certification

Based on the successful completion of the course and assessment, a Statement of Attainment (SOA) from the SkillsFuture Singapore (SSG) and a Safety Pass from Eversafe Academy Pte. Ltd. will be awarded to the trainee.

## Course Venue

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

# Operate Reach Truck (ORT)

## 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.

## Renewal Points for professionals

NA

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

### Trainer Requirements

**A trainer of this Competency Unit must:**

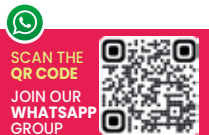
have completed Operate Reach Truck course have at least 5 years' experience related to Forklift Operation in the industry be equipped with Advanced Certificate in Training and Assessment (ACTA) or Advanced Certificate in Learning and Performance (ACLP) or Diploma in Adult Continuing Education (DACE) or Diploma in Design and Development of Learning for Performance (DDDLP).

### Assessor Requirements

An assessor of this Competency Unit must:

have completed Operate Reach Truck 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 (ACLP) or Diploma in Adult Continuing Education (DACE) or Diploma in Design and Development of Learning for Performance (DDDLP)

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



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

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