

Forklift Truck Training for Beginners

Course Details Overview

Start Dates (Provisional)	21/09/2026
Iterations	1
PLSS reference Numbers	526081
Reference No.	LC2EH08675
Title	Forklift Truck Training for Beginners
Duration	2 Weeks
Venue	Ennis, Co. Clare
Recruitment	The recruitment process for this course will be carried out by the Recruitment Office in Shannon. The provider or sub-contractor may be required to answer any queries that arise.
Quality Assurance	The process of results approval will come under the quality system of Shannon Training Centre. Therefore, the provider will return a RCCRS generated F-12 to the Training Standards Office, which will be presented at Results Approval.
Certification	RTITB
Course Title	
Forklift Truck training for Beginners	

Approved course description for publication

Forklift Truck training for Beginners

The aim of the course is to provide the participants with the skills, knowledge and competencies to operate a Counterbalance and Reach Forklift Truck, safely and efficiently in accordance with the Manufacturers Guidelines and the Code of Practice for Forklift Truck Operators, as laid down in the 2005 Health Safety and Welfare at Work Act and to the standard required to achieve RTITB certification.

Course Administration

The provider will be required to carry out the following course administration functions:

1. Time Keeping and Attendance reports for daily attendance and timekeeping. Contact the LCETB Contracted Training Officer (CTO), if a learner is missing. Follow up to determine if learner has dropped out of course and terminate if required.
2. Disciplinary Process. Report any issues to LCETB CTO. LCETB CTO to follow up in conjunction with provider. Joint decision process will be followed.
3. Invoicing, every four weeks. No invoicing in advance. The first two weeks of the course may be invoiced, then every four weeks thereafter.
4. To deliver and maintain assessment records, submit results on RCCRS generated F-12 along with copies of certification to Shannon Training Standards Office

5. Complete and return weekly training report and final training report.
6. Learner Feedback. Conduct and facilitate mid-course and end of course feedback.
7. End of course returns must be submitted one month after delivery is completed. These will include contractors report, Attendance logs, details of training materials and a learner outcomes report
8. TACS, where applicable, the provider will ensure timekeeping and attendance is recorded on TACs

Course Capacity (number of learners per course instance)

Max	6	Min	5
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Teacher/Tutor/Instructor Profile

Required Qualification(s)	Required Experience
A tutor pack must be submitted to LCETB for all tutors on this programme, inclusive of a copy of their CV, outlining their qualifications and demonstrating their required experience in the delivery of the programme. Any change in tutor must be notified to LCETB and the new tutor pack submitted prior to the change.	A minimum of 2 years recent full-time instructional experience in the subject matter area.

Training Equipment Required

- Delivery:** Due to the specific nature of the course, the course may be delivered by the provider or by sub-contract. If provision is by a sub-contract, the provider must supply details of the sub-contractor in the submission and must demonstrate that the sub-contractor has a minimum of 2 years' experience in delivering this course.
- Tutor:** The tutor must be able to demonstrate competency to deliver this course to the required standard. The tutor must hold certification to the standard identified in the modules below. The tutor(s) must be RTITB approved / licenced tutors. The tutor will be required to liaise with and schedule the awarding body to attend for the assessment events, including referrals. The tutor will ensure adherence to all mandatory health and safety requirements as required by legislation and by Shannon Training Centre. The tutor must ensure compliance with all LCETB policies & procedures.

Training Facilities Required

The course will be delivered in a location that meets the RTITB standard. It is the responsibility of the provider to ensure that the premises and the equipment are to the required RTITB standard.

Invoicing

Invoicing: All invoicing must be for services supplied. LCETB cannot pay in advance. All payments are on a reimbursement basis only. The overall cost of the course will be divided by the number of months delivery and the cost of delivery for the month will be invoiced at the end of each month.

Receipted Expenses: Additional, unforeseen costs may be accommodated under receipted expenses but must be preapproved by LCETB CTO. Procurement for expenses must adhere to LCETB procurement policy. **When quoting please add an additional 10% under "Other Costs" as a contingency fund for unforeseen costs.**

Sundries: Include €1000 for sundry items to be drawn down as needed with prior approval from CTO.

Insurance

Insurance: Copy of valid insurance details must be submitted prior to contract being issued. The provider's insurance policy must comply with the following:
Employers Liability: Min. Limit of indemnity of €13 million
Public Liability: Min. Limit of indemnity of 6.5 million
Professional Liability: Min. Limit of indemnity of €1.0 million

Tax Clearance

Tax Clearance Certificate: Proof of Tax clearance must be submitted prior to contract being issued.

Data Protection

Data Protection: Provider shall comply with all applicable requirements of the Data Protection Laws. The LCETB CTO must be notified of any suspected breaches of data protection.

Quote (Per Course Instance)

Quote: Please supply quote for the delivery and assessment of the content listed below, per course.

Quote to include all costs based on delivery and assessment of a maximum of 6 learners.

The course will run with a minimum of 5 learners.

Please provide breakdown of costings for the course, to include where applicable:

- Tutor Costs
- Recruitment Costs
- Rent of Equipment / Forklifts, pallets, racking etc
- Rent of Premises
- Consumables, including required PPE
- Include €1000 for sundries
- Cost of delivery of individual modules listed below
- 10% contingency fund under “Other Costs” (which may or may not be required)
- Management and Administration costs and number of days involved.
- Cost of Sub-Contract
- Breakdown on costs of sub-contract

Course Modules:

Course Modules:

Induction

Counterbalance Forklift Truck for Beginners

Reach Forklift Truck for Beginners

Power Pallet Truck