



OPERATE FORKLIFT (OFL Without class 3) (GMS-LOG-1106-1.1-E)

(English, Tamil, Bengali, Mandarin)

Company Name: _____

Contact Person: _____ H/P: _____

Tel: _____ Fax: _____ Email: _____

Address: _____

No.	NRIC/FIN/WP No:	Full Name	DOB	Nationality	Mobile No.	Email ID
1.						
2.						
3.						
4.						
5.						



Course Fees: \$550/-per participant (Excluding 9% GST)

Total course fee: \$_____ Payment Mode: Cash ☐ Cheque ☐ Cheque No. _____ ☐ PayNow ☐ Bank Transfer
(payable to EFG Training Services Private Ltd)

Terms and conditions

- Personal information details collected is for the use ONLY for course registration, account servicing of course-related activities, course survey and / or for application of course-related funding (only if applicable)
- Course surveys shall be conducted by SSG for selected courses thru the trainees emails or contact given
- Registration forms shall be submitted 7 days before the course commencement date
- The company reserves the right to revise the course fee without prior notice, to cancel or postpone the course due to unforeseen circumstances
- Replacement and Withdrawal
- 90% refund will be made if the notice of withdrawal in writing is received by EFG at one week before the course commencement date. If such notice is received by EFG less than one week but more than three working days before the course commencement date, 75% refund will be made. No refund will be given if EFG received the notice of withdrawal 3 working days before the course commencement date. Replacement of participant is allowed if the request is made before the commencement of the course

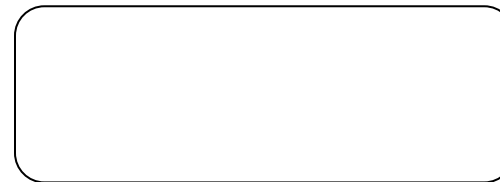
I, the Applicant consents to the collection, use and disclosure of my personal data and training records to companies that access the Ministry of Manpower (MOM)'s Training Record System (TRS). Companies using the Check Workers' WSH Training Records eService on the MOM website may verify my training records, including the following information:

- Identification Number (Work Permit / FIN / NRIC Number) & Name Eligibility for 4 years of Safety Orientation Course (CSOC / SSIC / MSOC certification, if applicable) & Course Title & Name of Training Provider & Date of Assessment & Certificate Expiry Date & Result of Assessment

☐ By checking the boxes above and signing below, I confirm my consent for the disclosure of the selected information.

Name:

Signature/Date



Company Stamp





OPERATE FORKLIFT – WITHOUT CLASS 3 LICENSE

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.

Entry Requirement

Learners are assumed to

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

Target Audience

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.

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 e-Assessment

Medium of Instruction: English, Tamil, Bangladeshi, Mandarin

Teaching Methodology: Face to face classroom and practical 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)

Course Attendance Minimum: 100% attendance

Assessment Advice: E-MCQ Assessment / Practical Performance

Funding & Claims

1. Skills future credit/funding available

SFC:

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

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

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

Certifications

Based on the successful completion of the course and assessment, a card of achievement endorsed by EFG Training Services Private Ltd a Statement of Attainment (SOA) will be awarded by Skills Future Singapore Agency (SSG) will be awarded to the trainee. E-cert available. Certificates Cards shall be endorsed by EFG Training Services Private Ltd and issued to participants at the end of course.

Course Fees

\$550+GST

Course Venue Theory & Practical

No. 3 Soon Lee Street, #01-16 & 23 Pioneer Junction, Singapore 627606.



**EFG TRAINING SERVICES
PRIVATE LTD**

No: 3, Soon Lee Street, 01-16,
Pioneer Junction, Singapore - 627606,
Tel: +6563347872 / Fax +6563347891
ROC: 201329358M
Email: enquiry@efg.com.sg , admin@efg.com.sg
Website: <http://www.efg.com.sg>

OPERATE FORKLIFT (OFL Without class 3)



EFG TRAINING SERVICES PRIVATE LTD
LEARNING SERVICE PROVIDER BY GIC

**No: 3 Soon Lee Street
01-16 Pioneer Junction
Singapore 627606**

Ways to register

TEL: 6334-7872

FAX: 6334-7891

E-mail: admin@efg.com.sg

Website: www.efg.com.sg