

MIXED COURSE GUIDANCE

Following consultation with a broad range of our customers, RTITB has produced revised criteria to cover the application of 'mixed type' courses e.g. Novice & Existing etc.

If you are planning to run a mixed ability course and are unclear/unsure in any way about what you need to do in order to meet the requirements of RTITB accreditation you are urged to contact us in advance of the course commencing. This will enable us to give you the required guidance and ensure NORS applications can be processed.

This criteria has been produced to assist accredited organisations in the smooth and cost effective running of their lift truck operator courses, whilst still maintaining the standards of RTITB accredited training.

RTITB have produced two scenarios to cover the application of different types of accreditation, as detailed below.

Any NORS applications submitted not complying with this criteria may be returned unprocessed.

The National Operator Registration Scheme has identified an area of training that requires clarification. Accredited training organisations have been organising courses of mixed types, e.g. Novice & Existing and Novice and Refresher. This has been an accepted practice for many years, particularly where numbers attending specific type courses are limited. Under normal circumstances, provided that training durations are not reduced and training ratios are not exceeded, this practice is acceptable. However, it is necessary to follow these guidelines to ensure candidates are not unduly disadvantaged within this scenario.

For each scenario listed below it is imperative that the duration applied should be in line with the maximum ratio of candidates attending at any stage of the course ie two novices with one experienced operator on a Counterbalance course dictates that the novices will have to attend 37.5 hours and experienced operators will have to attend 20 hours

Scenario 1. Organisations with In-Centre Accreditation

Due to the requirements for practical training sessions for mixed courses, it has been decided, following extensive investigation and customer feedback, that those organisations with In-Centre accreditation and meeting the criteria below can run mixed courses in the following way.

- The training centre facilities must allow for the setting up and conduct of two or more practical training sessions at any one time.
- There must be exclusive availability of two or more RTITB registered instructors available for the conduct of practical training sessions.
- Where the incompatibility of the skill levels is evident between the different types of candidate at the outset of the course, the second instructor should be utilised to aid and assist until there is parity in operator ability. Only at this stage should the second instructor pass the trainee(s) into the initial course. It is the lead instructors responsibility to ascertain at which stage (day) trainee(s) are integrated into the initial course

NORS applications can only be accepted where it is known that the training provider meets the above requirements and that a second Instructor name and Registration Number is clearly listed on the application, together with the dates of training provided by that Instructor.

The example given overleaf works on the basis that the training is provided within a RTITB accredited In-Centre facility which allows for the setting up and conduct of two or more practical training sessions and that there is exclusive availability of two or more RTITB registered Instructors to conduct practical training sessions.

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Example of Novice/Experienced Mixed Timetable 1 (Organisations with a Dedicated Training Facility)

	Monday	Tuesday	Wednesday	Thursday	Friday
Candidate Type	Novice 1 with Instructor 1	Novice 1 with Instructor 1	Novice 1 with Instructor 1	Novice 1 with Instructor 1	Novice 1 with Instructor 1
	Experienced 2 with Instructor 2	Experienced 2 with Instructor 2	Experienced 2 Joins Novice Course with Instructor 1	-	-

Novice Operators will require 37.5 hours of Instruction
Experienced Operators will require 20.0 hours of Instruction

Should you have a scenario that is not reflected either in the guidance given or in the sample timetables provided, please contact the NORS Team in the first instance to discuss and agree on a suitable course proposal prior to running mixed courses.

Tel: 01952 520200 (option 2)

E-mail: nors_team@rtitb.co.uk.

Scenario 2. Organisations without Accreditation of a Dedicated Training Centre (Customer Premises/In-House)

Due to the ever changing nature of practical training environments where training is provided in-house or on customer premises, it is not possible to guarantee the availability of either a second Instructor or a suitable practical training area to meet the requirements of a dedicated training centre. Therefore it cannot be acceptable to mix existing, refresher or novice course members on the first two days. The following guidance timetables are provided to assist in preparing candidates and Instructors for their respective course.

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Novice/Experienced, Existing Mixed Timetable 1

	Monday	Tuesday	Wednesday	Thursday	Friday
Candidate Type	Novice 1	Novice 1	Novice 1	Novice 1	Novice 1
	-	-	Experienced 2	Experienced 2	Experienced 2

Novice operators will require 37.5 hours Instruction
Experienced operators will require 20.0 hours Instruction

Novice/Experienced, Existing Mixed Timetable 2

	Monday	Tuesday	Wednesday	Thursday	Friday
Candidate Type	Novice 1	Novice 1	Novice 1	Novice 1	-
	-	-	Experienced 1	Experienced 1	-

Novice operators will require 30.0 hours Instruction
Experienced operator will require 16.5 hours Instruction

Novice/Experienced, Existing Mixed Timetable 3

	Monday	Tuesday	Wednesday	Thursday	Friday
Candidate Type	Novice 2	Novice 2	Novice 2	Novice 2	Novice 2
	-	-	Experienced 1	Experienced 1	Experienced 1

Novice operators will require 37.5 hours Instruction
Experienced operator will require 20.0 hours Instruction

Novice/Conversion Mixed Timetable 1

	Monday	Tuesday	Wednesday	Thursday	Friday
Candidate Type	Novice 1	Novice 1	Novice 1	Novice 1	-
	-	-	Conversion 1	Conversion 1	-

Novice operators will require 30.0 hours Instruction
Conversion operators will require 11.25 hours Instruction

Novice/Conversion Mixed Timetable 2

	Monday	Tuesday	Wednesday	Thursday	Friday
Candidate Type	Novice 1	Novice 1	Novice 1	Novice 1	Novice 1
	-	-	Conversion 2	Conversion 2	-

Novice operators will require 37.5 hours Instruction
Conversion operators will require 15.0 hours Instruction

Novice/Conversion Mixed Timetable 3

	Monday	Tuesday	Wednesday	Thursday	Friday
Candidate Type	Novice 2	Novice 2	Novice 2	Novice 2	Novice 2
	-	-	Conversion 1	Conversion 1	-

Novice operators will require 37.5 hours Instruction

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Conversion operators will require 15.0 hours Instruction

Novice/Refresher Mixed Timetable 1

	Monday	Tuesday	Wednesday	Thursday	Friday
Candidate	Novice 2	Novice 2	Novice 2	Novice 2	Novice 2
Type	-	-	Refresher 1a	Refresher 1b	Refresher 1c

Novice operators will require 37.5 hours Instruction

Refresher operators will require 7.5 hours Instruction

Novice/Refresher Mixed Timetable 2

	Monday	Tuesday	Wednesday	Thursday	Friday
Candidate	Novice 1	Novice 1	Novice 1	Novice 1	Novice 1
Type	-	-	Refresher 2a	Refresher 2b	Refresher 2c

Novice operator will require 37.5 hours Instruction

Refresher operators will require 7.5 hours Instruction

Novice/Refresher Mixed Timetable 3

	Monday	Tuesday	Wednesday	Thursday	Friday
Candidate	Novice 1	Novice 1	Novice 1	Novice 1	-
Type	-	-	Refresher 1	-	-

Novice operator will require 30.0 hours Instruction

Refresher operators will require 6.25 hours Instruction

Experienced, Existing/Conversion Mixed Timetable 1

	Monday	Tuesday	Wednesday	Thursday	Friday
Candidate	Experienced 2	Experienced 2	Experienced 2	-	-
Type	-	Conversion 1	Conversion 1	-	-

Experienced/existing operators will require 20.0 hours Instruction

Conversion operators will require 15.0 hours Instruction

Experienced, Existing/Conversion Mixed Timetable 2

	Monday	Tuesday	Wednesday	Thursday	Friday
Candidate	Experienced 1	Experienced 1	Experienced 1	-	-
Type	-	Conversion 2	Conversion 2	-	-

Experienced/existing operators will require 20.0 hours Instruction

Conversion operators will require 15.0 hours Instruction

Experienced, Existing/Conversion Mixed Timetable 3

	Monday	Tuesday	Wednesday	Thursday	Friday
Candidate	Experienced 1	Experienced 1	-	-	-
Type	-	Conversion 1	Conversion 1	-	-

Experienced/existing operators will require 16.5 hours Instruction

Conversion operators will require 11.25 hours Instruction

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Experienced, Existing/Refresher Mixed Timetable 1

	Monday	Tuesday	Wednesday	Thursday	Friday
Candidate Type	Experienced 2	Experienced 2	Experienced 2	-	-
	-	-	Refresher 1	-	-

Experienced/existing operators will require 20.0 hours Instruction
Refresher operators will require 7.50 hours Instruction

Experienced, Existing/Refresher Mixed Timetable 2

	Monday	Tuesday	Wednesday	Thursday	Friday
Candidate Type	Experienced 1	Experienced 1	Experienced 1	-	-
	-	-	Refresher 2	-	-

Experienced/existing operators will require 20.0 hours Instruction
Refresher operators will require 7.50 hours Instruction

Experienced, Existing/Refresher Mixed Timetable 3

	Monday	Tuesday	Wednesday	Thursday	Friday
Candidate Type	Experienced 1	Experienced 1	-	-	-
	-	Refresher 1	-	-	-

Experienced/existing operators will require 16.5 hours Instruction
Refresher operators will require 6.25 hours Instruction

Conversion/Refresher Mixed Timetable 1

	Monday	Tuesday	Wednesday	Thursday	Friday
Candidate Type	Conversion 2	Conversion 2	-	-	-
	-	Refresher 1	-	-	-

Conversion operators will require 15.0 hours Instruction
Refresher operators will require 7.5 hours Instruction

KEY POINTS

- Accredited organisations wishing to mix candidates with a pre-existing course loading must always ensure it is done as late as possible within the course programme to allow the pre-existing candidates to gain the all important key skills without interruption.
- Durations must always be in line with the stipulated maximum course loading e.g. one novice would only normally require 22 hours of instruction. However, if you add two further candidates of any course type this will make the course ratio 3:1:1, in turn raising the duration for the novice candidate to 37.5 hours
- Maximum ratios must never be exceeded
- Certain scenarios are not included within the mixed course guidelines due to the nature of the course content and the minimal duration available for completion e.g. one conversion would require 7.5 hours as would two refreshers added to the course. However, the content of the conversion course for the one candidate is not on a par or equal to that which a refresher would require within the same period of time.

Should a scenario that is not reflected either in the guidance given or in the sample timetables provided, please contact the NORS Team nors_team@rtitb.co.uk or 01952 520200 (option 2) in the first instance to discuss and agree a suitable timetable **prior to running mixed courses.**