

Lifting Technician Apprenticeship - Training Record Portfolio

Tower Crane

Apprentice Details

Name:

Employer/Sponsor:

Apprentice Ref No:

Training Provider(s):

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Notes for Apprentices and Trainers

- The aim of this section is for the lifting technician to record the stages of training undertaken in the training centre and which is mapped against the learning outcomes for Lifting Technician.
- When the subject or topic is covered, the apprentice should record when the subject was completed and the approximate number of hours on the topic area. Each entry should be initialled by the apprentice.
- Programme trainers should structure both off and on-site training based on the learning outcomes listed within this portfolio, and will sufficiently prepare the apprentice for the undertaking of site experience and for the end point assessment.
- The programme trainer or trainers should confirm in the sign-off section that each subject area was covered and that the total amount of training time met or exceeds the recommended minimum of 300 hours.

Lifting technician – Tower crane

Training record

Item No	Learning outcome	Number of hours	Date completed	Initials of Trainer	Number of hours	Date completed	Initials of Trainer	Comments
Roles and responsibilities								
1	Describe the nature of the sector of industry and their role and responsibilities as a lifting technician	hrs	date	trainer	hrs	date	trainer	
Preparing for work								
2	Name and explain the purpose of principal components, the basic construction, controls and terminology	hrs	date	trainer	hrs	date	trainer	
3	Conform with manufacturer's requirements as per the operator's handbook, other types of information source and relevant regulations and legislation	hrs	date	trainer	hrs	date	trainer	
4	Explain all relevant documentation	hrs	date	trainer	hrs	date	trainer	
5	Undertake pre-use and weekly checks and place the crane into service	hrs	date	trainer	hrs	date	trainer	
6	Explain procedures that must be taken if accessing the jib for inspection and maintenance purposes	hrs	date	trainer	hrs	date	trainer	
Setting up for work								
7	Configure the crane for lifting duties	hrs	date	trainer	hrs	date	trainer	

Lifting technician – Tower crane

Training record

Item No	Learning outcome	Number of hours	Date completed	Initials of Trainer	Number of hours	Date completed	Initials of Trainer	Comments
Setting up for work (cont'd)								
8	Explain reasons for changing the number of falls of rope	hrs	date	trainer	hrs	date	trainer	
9	Explain actions required for overhead and ground level hazards and services	hrs	date	trainer	hrs	date	trainer	
Working tasks								
10	Programme/set up Rated Capacity Indicators and/or other load/distance indicators for lifting duties	hrs	date	trainer	hrs	date	trainer	
11	Lift various loads using the full radius and slewing capabilities of a crane	hrs	date	trainer	hrs	date	trainer	
12	Accurately place loads	hrs	date	trainer	hrs	date	trainer	
13	Minimise the swinging of loads	hrs	date	trainer	hrs	date	trainer	
14	Move loads through crane travel (rail-mounted cranes)	hrs	date	trainer	hrs	date	trainer	
15	Comply with signals and instructions	hrs	date	trainer	hrs	date	trainer	
16	Maintain safe working situations	hrs	date	trainer	hrs	date	trainer	
Shutting down (crane)								
17	Carry out out-of-service and securing procedures	hrs	date	trainer	hrs	date	trainer	

Lifting technician – Tower crane

Training record

Item No	Learning outcome	Number of hours	Date completed	Initials of Trainer	Number of hours	Date completed	Initials of Trainer	Comments
Preparing for slinging/signalling work								
18	Name and explain the purpose of differing types of lifting equipment and lifting accessories, basic construction, uses and applications, characteristics and terminology	hrs	date	trainer	hrs	date	trainer	
29	Conform with manufacturer's requirements as per technical data, other types of information source and relevant regulations and legislation	hrs	date	trainer	hrs	date	trainer	
20	Interpret and extract information on all relevant documentation	hrs	date	trainer	hrs	date	trainer	
21	Undertake all pre-use checks on non-specialist lifting accessories (relevant to the endorsement) and identify non-serviceable accessories	hrs	date	trainer	hrs	date	trainer	
22	Identify specialist lifting accessories relevant to the endorsement	hrs	date	trainer	hrs	date	trainer	
23	Explain when additional skills and knowledge for lifting operations may be required	hrs	date	trainer	hrs	date	trainer	
24	Explain procedures for placing non-serviceable items out-of-service	hrs	date	trainer	hrs	date	trainer	
Setting up for slinging/signalling work								
25	Confirm methods of communication with the machine operator	hrs	date	trainer	hrs	date	trainer	

Lifting technician – Tower crane

Training record

Item No	Learning outcome	Number of hours	Date completed	Initials of Trainer	Number of hours	Date completed	Initials of Trainer	Comments
Setting up for slinging/signalling work (cont'd)								
26	Identify centres of gravity and weights of loads	hrs	date	trainer	hrs	date	trainer	
27	Prepare and ready the area of operation and maintain exclusion zones	hrs	date	trainer	hrs	date	trainer	
28	Choose the relevant lifting accessory for a given load	hrs	date	trainer	hrs	date	trainer	
29	Explain actions required for hazards including underground and overhead services	hrs	date	trainer	hrs	date	trainer	
Working tasks								
30	Secure and detach various types of load to the requisite lifting hook using the relevant lifting accessory and procedures	hrs	date	trainer	hrs	date	trainer	
31	Ensure load balance, security and integrity	hrs	date	trainer	hrs	date	trainer	
32	Guide and control the movement of loads to different types of location	hrs	date	trainer	hrs	date	trainer	
33	Explain the importance and locations of positions of safety for a slinger and other personnel	hrs	date	trainer	hrs	date	trainer	
34	Accurately place loads	hrs	date	trainer	hrs	date	trainer	
35	Use and comply with a range of communication procedures	hrs	date	trainer	hrs	date	trainer	

Lifting technician – Tower crane

Training record

Item No	Learning outcome	Number of hours	Date completed	Initials of Trainer	Number of hours	Date completed	Initials of Trainer	Comments
Working tasks (cont'd)								
36	Provide directions where the machine operator cannot observe the full path of the load	hrs	date	trainer	hrs	date	trainer	
37	Maintain safe working situations	hrs	date	trainer	hrs	date	trainer	
38	Assess and confirm that the area for crane movements are suitable for manoeuvring activities and contains suitable locations to undertake marshalling duties	hrs	date	trainer	hrs	date	trainer	
39	Control loads during pick-and-carry duties	hrs	date	trainer	hrs	date	trainer	
Completing work								
40	Carry out out-of-service, storing and securing procedures	hrs	date	trainer	hrs	date	trainer	
Total Hours								

Use additional pages if required

Lifting technician – Tower crane

Training record

Trainer Sign off

Roles and responsibilities

I confirm that I, the Trainer have delivered training in this discipline in accordance with the training syllabus.

Trainer Name & Signature:Date:

Preparing for work

I confirm that I, the Trainer have delivered training in this discipline in accordance with the training syllabus.

Trainer Name & Signature:Date:

Travelling & manoeuvring

I confirm that I, the Trainer have delivered training in this discipline in accordance with the training syllabus.

Trainer Name & Signature:Date:

Working tasks

I confirm that I, the Trainer have delivered training in this discipline in accordance with the training syllabus.

Trainer Name & Signature:Date:

Completing work

I confirm that I, the Trainer have delivered training in this discipline in accordance with the training syllabus.

Trainer Name & Signature:Date:

Shutting down - crane

I confirm that I, the Trainer have delivered training in this discipline in accordance with the training syllabus.

Trainer Name & Signature:Date:

Lifting technician – Tower crane

Training record log

Preparing for slinging/signalling work

I confirm that I, the Trainer have delivered training in this discipline in accordance with the training syllabus.

Trainer Name & Signature:Date:

Setting up for slinging/signalling work

I confirm that I, the Trainer have delivered training in this discipline in accordance with the training syllabus.

Trainer Name & Signature:Date:

Working tasks

I confirm that I, the Trainer have delivered training in this discipline in accordance with the training syllabus.

Trainer Name & Signature:Date:

Completing work

I confirm that I, the Trainer have delivered training in this discipline in accordance with the training syllabus.

Trainer Name & Signature:Date:

Training Provider Sign off

I confirm the training programme is complete and met the minimum number of hours in accordance with the requirements.

Training Provider Name:

Training Address:

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Training Address:

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Lead Trainer Signature:Date: