

COURSE DURATION MATRIX (MINIMUM TRAINING DURATIONS) v32.1025

If training does not meet the durations shown in the matrix below, the training may not be registered through NORS (unless prior authorisation has been granted). Please note we update the matrix from time to time so please check back regularly for the latest version. The 'Reductions per Course' shown below are calculated on the maximum course ratio. **Adjustments to these timings will require amending for courses with reduced ratios; for instance, a 3-hour reduction for 3:1:1 would become 2 hours for 2:1:1 and 1 hour for 1:1:1.** For any queries please contact the Quality Assurance Team (qa@rtitb.com / 01952 520215) who will be happy to help.

Important Information

- The durations listed are the minimum total training and testing times and are not the total time the candidate(s) spends at the venue (breaks, lunch etc. are not included).
- 'Conversion to' options, shown in the table below, are only applicable when there are significant similarities in skill and knowledge requirements between the truck that an operator is converting from and the truck that the operator is converting to. In particular, there should be a clear overlap between the 2 courses syllabi. The candidate's previous operating experience and aptitude must also be considered when deciding if a conversion course is an appropriate route. (Note: refer to the RTITB 'Conversion List' for further assistance).
- Please remember these are the minimum hours only. Some candidates may need longer. Training durations should be extended where required.

Description	Status	Ratios & Hours			Reductions per Course (Hours)												
		3:1	2:1	1:1	1	2	3	4	5	6	7	8	9	10	11	12	13
E-TRUCK Counterbalance Lift Truck (LTG 1) ABA Groups B1, B2, B4	Novice	21.00	16.75	14.50	1.00	3.00	3.00	1.50	1.50	1.50	0.75		1.00	0.75			
	Existing	10.50	9.25	7.50	0.50	1.50	1.50	0.75	0.50	0.50	0.50		0.75	0.50			
	Refresher	4.50	3.50	2.50													
	Conversion to	8.00	6.75	5.50	0.50	2.50	1.25	0.75	0.50	0.50	0.25		0.75	0.25			
E-TRUCK Reach Truck (LTG 2) ABA Groups D1, D2, D3	Novice	27.00	23.00	17.00	1.00	3.00	3.00	1.50	1.50	1.50	0.75		1.00	0.75			
	Existing	15.50	14.00	11.50	0.50	1.50	1.50	0.75	0.50	0.50	0.50		0.75	0.50			
	Refresher	4.50	3.50	2.50													
	Conversion to	10.00	7.50	6.50	0.50	2.50	1.25	0.75	0.50	0.50	0.25		0.75	0.25			
Counterbalance Lift Truck (LTG 1) ABA Groups B1, B2, B4	Novice	32.50	26.00	19.50	1.00	3.00	3.00	1.50	1.50	1.50	0.75		1.00	0.75			
	Existing	19.50	16.25	13.00	0.50	1.50	1.50	0.75	0.50	0.50	0.50		0.75	0.50			
	Refresher	6.50	5.50	4.50													
	Conversion to	13.00	9.75	6.50	0.50	2.50	1.25	0.75	0.50	0.50	0.25		0.75	0.25			
	Conv B/B from reach to c/b	9.75	6.50	5.00	0.50	2.50	1.25	0.75	0.50	0.50	0.25		0.75	0.25			
	Refresher B/B from reach to c/b	Only where organisations are specifically accredited & only for truck type specified. Back to back conversion must take place within one month of Reach course															
Reach Truck (LTG 2) ABA Groups D1, D2, D3	Novice	32.50	26.00	19.50	1.00	3.25	3.00	1.50	1.50	1.75	0.75			0.75			
	Existing	19.50	16.25	13.00	0.50	1.75	1.50	0.75	0.50	0.75	0.50			0.50			
	Refresher	6.50	5.50	4.50													
	Conversion to	13.00	9.75	6.50	0.50	2.75	1.25	0.75	0.50	0.75	0.75			0.25			
	Conv B/B from c/b to reach	9.75	6.50	5.00	0.50	2.75	1.25	0.75	0.50	0.75	0.75			0.25			
	Refresher B/B from c/b to reach	Only where organisations are specifically accredited & only for truck type specified. Back to back refresher must take place within one month of Counterbalance course															
Pedestrian Pallet Truck Low Level (LTG 4) ABA Group A1	Novice	9.00	7.50	6.00	0.50	0.50					0.25			0.50			
	Existing	6.50	5.50	4.50	0.25	0.50					0.25			0.25			
	Refresher	4.00	3.50	2.50													
	Conversion to	5.50	4.50	3.50	0.25	0.25					0.25						
Rider Pallet Truck Low Level (LTG 4) ABA Groups A2	Novice	9.00	7.50	6.00	0.50	0.50					0.25			0.50			
	Existing	6.50	5.50	4.50	0.25	0.50					0.25			0.25			
	Refresher	4.00	3.50	2.50													
	Conversion to	5.50	4.50	3.50	0.25	0.25					0.25						

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		3:1	2:1	1:1	1	2	3	4	5	6	7	8	9	10	11	12	13
Pedestrian Counterbalance Truck High Level (LTG 4) ABA Groups A3	Novice	18.00	15.00	12.00	0.50	2.50	0.50		1.00	1.00	0.25			0.50			
	Existing	10.00	8.50	7.00	0.25	1.50	0.25		0.50	0.50	0.25			0.25			
	Refresher	6.50	5.00	4.00													
	Conversion to	7.50	6.00	5.00	0.25	1.25	0.25		0.50	0.25	0.25						
Pedestrian Counterbalance Truck Eye Level (LTG 4) ABA Groups A3	Novice	12.25	10.00	7.75	0.50	1.50	0.50		1.00		0.25			0.50			
	Existing	8.00	6.50	5.50	0.25	1.00	0.25		0.50		0.25			0.25			
	Refresher	5.50	4.25	3.25													
	Conversion to	7.00	5.50	4.00	0.25	1.00	0.25		0.50		0.25						
Pedestrian Counterbalance Truck Low Level (LTG 4) ABA Groups A3	Novice	9.00	7.50	6.00	0.50	0.50	0.50				0.25			0.50			
	Existing	6.50	5.50	4.50	0.25	0.50	0.25				0.25			0.25			
	Refresher	4.00	3.50	2.50													
	Conversion to	5.50	4.50	3.50	0.25	0.25	0.25				0.25						
Rider Stacker Truck High Level (LTG 4) ABA Groups A4	Novice	18.00	15.00	12.00	0.50	2.50	0.50		1.00	1.00	0.25			0.50			
	Existing	10.00	8.50	7.00	0.25	1.50	0.25		0.50	0.50	0.25			0.25			
	Refresher	6.50	5.00	4.00													
	Conversion to	7.50	6.00	5.00	0.25	1.25	0.25		0.50	0.25	0.25						
Rider Stacker Truck Eye Level (LTG 4) ABA Groups A4	Novice	12.25	10.00	7.75	0.50	1.50	0.50		1.00		0.25			0.50			
	Existing	8.00	6.50	5.50	0.25	1.00	0.25		0.50		0.25			0.25			
	Refresher	5.50	4.25	3.25													
	Conversion to	7.00	5.50	4.00	0.25	1.00	0.25		0.50		0.25						
Rider Stacker Truck Low Level (LTG 4) ABA Groups A4	Novice	9.00	7.50	6.00	0.50	0.50	0.50				0.25			0.50			
	Existing	6.50	5.50	4.50	0.25	0.50	0.25				0.25			0.25			
	Refresher	4.00	3.50	2.50													
	Conversion to	5.50	4.50	3.50	0.25	0.25	0.25				0.25						
Pedestrian Stacker Truck High Level (LTG 4) ABA Groups A5	Novice	18.00	15.00	12.00	0.50	2.50	0.50		1.00	1.00	0.25			0.50			
	Existing	10.00	8.50	7.00	0.25	1.50	0.25		0.50	0.50	0.25			0.25			
	Refresher	6.50	5.00	4.00													
	Conversion to	7.50	6.00	5.00	0.25	1.25	0.25		0.50	0.25	0.25						
Pedestrian Stacker Truck Eye Level (LTG 4) ABA Groups A5	Novice	12.25	10.00	7.75	0.50	1.50	0.50		1.00		0.25			0.50			
	Existing	8.00	6.50	5.50	0.25	1.00	0.25		0.50		0.25			0.25			
	Refresher	5.50	4.25	3.25													
	Conversion to	7.00	5.50	4.00	0.25	1.00	0.25		0.50		0.25						
Pedestrian Stacker Truck Low Level (LTG 4) ABA Groups A5	Novice	9.00	7.50	6.00	0.50	0.50	0.50				0.25			0.50			
	Existing	6.50	5.50	4.50	0.25	0.50	0.25				0.25			0.25			
	Refresher	4.00	3.50	2.50													
	Conversion to	5.50	4.50	3.50	0.25	0.25	0.25				0.25						
Pedestrian Straddle Truck High Level (LTG 4) ABA Groups A6	Novice	18.00	15.00	12.00	0.50	2.50	0.50		1.00	1.00	0.25			0.50			
	Existing	10.00	8.50	7.00	0.25	1.50	0.25		0.50	0.50	0.25			0.25			
	Refresher	6.50	5.00	4.00													
	Conversion to	7.50	6.00	5.00	0.25	1.25	0.25		0.50	0.25	0.25						
Pedestrian Straddle Truck Eye Level (LTG 4) ABA Groups A6	Novice	12.25	10.00	7.75	0.50	1.50	0.50		1.00		0.25			0.50			
	Existing	8.00	6.50	5.50	0.25	1.00	0.25		0.50		0.25			0.25			
	Refresher	5.50	4.25	3.25													
	Conversion to	7.00	5.50	4.00	0.25	1.00	0.25		0.50		0.25						
Pedestrian Straddle Truck Low Level (LTG 4) ABA Groups A6	Novice	9.00	7.50	6.00	0.50	0.50	0.50				0.25			0.50			
	Existing	6.50	5.50	4.50	0.25	0.50	0.25				0.25			0.25			
	Refresher	4.00	3.50	2.50													
	Conversion to	5.50	4.50	3.50	0.25	0.25	0.25				0.25						

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		3:1	2:1	1:1	1	2	3	4	5	6	7	8	9	10	11	12	13
Pedestrian Reach Truck High Level (LTG 4) ABA Groups A7	Novice	18.00	15.00	12.00	0.50	2.50	0.50		1.00	1.00	0.25			0.50			
	Existing	10.00	8.50	7.00	0.25	1.50	0.25		0.50	0.50	0.25			0.25			
	Refresher	6.50	5.00	4.00													
	Conversion to	7.50	6.00	5.00	0.25	1.25	0.25		0.50	0.25	0.25						
Pedestrian Reach Truck Eye Level (LTG 4) ABA Groups A7	Novice	12.25	10.00	7.75	0.50	1.50	0.50		1.00		0.25			0.50			
	Existing	8.00	6.50	5.50	0.25	1.00	0.25		0.50		0.25			0.25			
	Refresher	5.50	4.25	3.25													
	Conversion to	7.00	5.50	4.00	0.25	1.00	0.25		0.50		0.25						
Pedestrian Reach Truck Low Level (LTG 4) ABA Groups A7	Novice	9.00	7.50	6.00	0.50	0.50	0.50				0.25			0.50			
	Existing	6.50	5.50	4.50	0.25	0.50	0.25				0.25			0.25			
	Refresher	4.00	3.50	2.50													
	Conversion to	5.50	4.50	3.50	0.25	0.25	0.25				0.25						
Rough Terrain Masted Lift Truck (LTG 5) ABA Groups J1	Novice	37.50	30.00	22.00	1.00		6.00	1.00	4.00	2.00	2.00	8.00	0.33				
	Existing	20.00	16.50	13.00	1.00		3.00	1.00	3.00	1.50	1.50	6.00	0.33				
	Refresher	7.50	6.25	4.50													
	Conversion to	15.00	11.25	7.50	1.00		3.00	1.00	2.00	1.00	1.00	4.00	0.25				
Rough Terrain Telescopic Handler (LTG 6) ABA Groups J2, J3	Novice	37.50	30.00	22.00	1.00		6.00	1.00	4.00	2.00	2.00	8.00	0.33				
	Existing	20.00	16.50	13.00	1.00		3.00	1.00	3.00	1.50	1.50	6.00	0.33				
	Refresher	7.50	6.25	4.50													
	Conversion to	15.00	11.25	7.50	1.00		3.00	1.00	2.00	1.00	1.00	4.00	0.25				
Industrial Telescopic Handler (LTG 7) ABA Groups J4, J5	Novice	37.50	30.00	22.00	1.00	6.00	6.00	1.00	4.00	2.00	2.00		0.33				
	Existing	20.00	16.50	13.00	1.00	3.00	3.00	1.00	3.00	1.50	1.50		0.33				
	Refresher	7.50	6.25	4.50													
	Conversion to	15.00	11.25	7.50	1.00	3.00	3.00	1.00	2.00	1.00	1.00		0.25				
Pivot Steer Lift Truck (LTG 8) ABA Groups P1 P2	Novice	32.50	26.00	19.50	1.00	3.00	1.50	1.50	1.50	1.50	0.75		0.25	0.75			
	Existing	19.50	16.25	13.00	0.50	1.50	0.75	0.75	0.75	0.75	0.50		0.25	0.50			
	Refresher	6.50	5.50	4.50													
	Conversion to	13.00	9.75	6.50									0.25	0.25			
Electric Tow Tractor (LTG 9) ABA Groups H1, H2	Novice	7.50	5.50	3.50										0.50			
	Existing	6.75	5.00	3.25										0.50			
	Refresher	5.75	4.25	3.00													
	Conversion to	6.75	5.00	3.25										0.50			
Vehicle Mounted Lift Truck (LTG 10) ABA Groups TD1	Novice	37.50	30.00	22.00	1.00		6.00	1.00	4.00	2.00	2.00	8.00	0.33				4.25
	Existing	20.00	16.50	13.00	1.00		3.00	1.00	2.00	1.50	1.50	6.00	0.33				2.25
	Refresher	7.50	6.25	4.50													
	Conversion to	15.00	11.25	7.50	1.00		3.00	1.00	2.00	1.00	1.00	4.00	0.25				
Multi Directional Lift Truck (LTG 11) ABA Groups M1, M2, M3	Novice	37.50	30.00	22.00	1.00	6.00	6.00	1.00	4.00	2.00	2.00		0.33	0.50			
	Existing	20.00	16.50	13.00	1.00	3.00	3.00	1.00	3.00	1.50	1.50		0.33	0.25			
	Refresher	7.50	6.25	4.50													
	Conversion to	15.00	11.25	7.50	1.00	3.00	3.00	1.00	2.00	1.00	1.00		0.25	0.25			
Very Narrow Aisle Lift Truck (Operator Down) (LTG 12) ABA Groups F2	Novice	32.50	26.00	19.50					1.25	1.25				0.83			
	Existing	19.50	16.25	13.00					0.75	0.75				0.58			
	Refresher	6.50	5.50	4.50													
	Conversion to	13.00	9.75	6.50										0.33			
Very Narrow Aisle Lift Truck (Operator Up) (LTG 12) ABA Groups F1	Novice	32.50	26.00	19.50					1.25	1.25				0.83			
	Existing	19.50	16.25	13.00					0.75	0.75				0.58			
	Refresher	6.50	5.50	4.50													
	Conversion to	13.00	9.75	6.50										0.33			

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Description	Status	Ratios & Hours			Reductions per Course (Hours)												
		3:1	2:1	1:1	1	2	3	4	5	6	7	8	9	10	11	12	13
Order Picker - High Level (LTG 13) ABA Groups E2	Novice	24.00	21.00	17.00											0.75		
	Existing	17.00	14.00	11.00											0.75		
	Refresher	6.50	5.50	4.50													
	Conversion to	13.00	10.00	7.00											0.75		
Order Picker - Medium Level (LTG 13) ABA Groups E1	Novice	24.00	21.00	17.00											0.75		
	Existing	17.00	14.00	11.00											0.75		
	Refresher	6.50	5.50	4.50													
	Conversion to	13.00	10.00	7.00											0.75		
Sideloader (LTG 14) ABA Groups C1, C2	Novice	37.50	30.00	22.00	1.00	6.00	6.00	3.00	4.00	2.00	2.00		0.33	0.33			
	Existing	20.00	16.50	13.00	1.00	3.00	3.00	1.00	3.00	1.50	1.50		0.33	0.33			
	Refresher	7.50	6.25	4.50													
	Conversion to	15.00	11.25	7.50	1.00	3.00	3.00	1.00	2.00	1.00	1.00		0.25	0.25			
Large Counterbalance Lift Truck (LTG 15) ABA Groups B2, B3	Novice	32.50	26.00	19.50	1.00		3.00	1.50	1.50	1.50	0.75		1.00	0.75			
	Existing	19.50	16.25	13.00	0.50		1.50	0.75	0.50	0.50	0.50		0.75	0.50			
	Refresher	6.50	5.50	4.50													
	Conversion to	13.00	9.75	6.50	0.50		1.25	0.75	0.50	0.50	0.25		0.75	0.25			
Large Counterbalance Container Handling Truck (LTG 15) ABA Groups G2	Novice	32.50	26.00	19.50	1.00		3.00	1.50	1.50	1.50	0.75		1.00	0.75			
	Existing	19.50	16.25	13.00	0.50		1.50	0.75	0.50	0.50	0.50		0.75	0.50			
	Refresher	6.50	5.50	4.50													
	Conversion to	13.00	9.75	6.50	0.50		1.25	0.75	0.50	0.50	0.25		0.75	0.25			
Mobile Elevating Work Platform Static Vertical (LTG 16) ABA Group 1A	Novice	6.75	5.75	4.75									0.50	0.50			
	Existing	5.75	4.75	4.00									0.25	0.25			
	Refresher	5.00	4.00	3.00													
	Refresher B/B	3.75	2.75	1.75													
	Conversion to	6.25	5.25	4.25									0.25	0.25			
	Conv B/B	5.25	4.25	3.25									0.25	0.25			
Mobile Elevating Work Platform Static Boom (LTG 16) ABA Group 1B	Novice	7.00	5.75	4.75									0.50	0.50			
	Existing	6.00	5.00	4.00									0.25	0.25			
	Refresher	5.00	4.00	3.00													
	Refresher B/B	3.75	2.75	1.75													
	Conversion to	6.50	5.50	4.50									0.25	0.25			
	Conv B/B	5.50	4.50	3.50									0.25	0.25			
Mobile Elevating Work Platform Mobile Vertical (LTG 16) ABA Groups 3A	Novice	7.25	6.25	5.00									0.50	0.50			
	Existing	6.25	5.25	4.25									0.25	0.25			
	Refresher	5.00	4.00	3.00													
	Refresher B/B	3.75	2.75	1.75													
	Conversion to	6.25	5.25	4.25									0.25	0.25			
	Conv B/B	5.25	4.25	3.25									0.25	0.25			
Mobile Elevating Work Platform Mobile Boom (LTG 16) ABA Groups 3B	Novice	7.50	6.25	5.00									0.50	0.50			
	Existing	6.25	5.25	4.25									0.25	0.25			
	Refresher	5.00	4.00	3.00													
	Refresher B/B	3.75	2.75	1.75													
	Conversion to	6.50	5.50	4.25									0.25	0.25			
	Conv B/B	5.50	4.50	3.25									0.25	0.25			

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		3:1	2:1	1:1	1	2	3	4	5	6	7	8	9	10	11	12	13
Yardshunter (LTG 41)	Novice	21.25	16.25	13.50													
	Existing	17.25	13.25	11.50													
	Refresher	7.50	6.25	4.50													
	Conversion to	10.00	7.25	6.00													
Vehicle-mounted Hydraulic Lorry Loader (LTG 1701)	Novice	14.00	10.50	7.00													
	Existing	11.50	7.50	5.25													
	Refresher	6.50	5.00	4.50													
	Conversion to	7.50	6.50	5.50													
Pedestrian-Operated Manual Pallet Truck (LTG72) ABA Group Z1	Novice	3.00	2.75	2.25													
	Existing	3.00	2.75	2.25													
	Refresher	3.00	2.75	2.25													
	Conversion to	3.00	2.75	2.25													

Description	Status	Ratios & Hours				Reductions per Course (Hours)												
		4:1	3:1	2:1	1:1	1	2	3	4	5	6	7	8	9	10	11	12	13
180 Excavator (under 5 tonne) (LTG52)	Novice	70	63	54	44	8												
	Existing	62	56	50	40	5												
	Refresher	14	12	10	8													
	Conversion to	23	20	18	15	4												
180 Excavator (above 5 tonne) (LTG 56)	Novice	72	65	56	46	8												
	Existing	64	58	52	42	5												
	Refresher	15	13	11	9													
	Conversion to	25	22	20	17	4												
Skid Steer Loader (LTG 55)	Novice	35	31	26	21													
	Existing	22.5	20	17.5	15													
	Refresher	7.5	6.5	5.5	4.5													
	Conversion to	14	12.5	10	8.5													
Tracked and Wheeled 360 Excavator (up to 10 tonne) (LTG53)	Novice	75	60	45	41	8												
	Existing	64	51	38	34	5												
	Refresher	15	12	9	7													
	Conversion to	28	22	17	15	4												
Tracked and Wheeled 360 Excavator (above 10 tonne) (LTG54)	Novice	75	60	45	41	8												
	Existing	64	51	38	34	5												
	Refresher	15	12	9	7													
	Conversion to	28	22	17	15	4												
Wheeled Loading Shovel (LTG51)	Novice	35	31	26	21													
	Existing	22.5	20	17.5	15													
	Refresher	7.5	6.5	5.5	4.5													
	Conversion to	14	12.5	10	8.5													

COURSE DURATION MATRIX (MINIMUM TRAINING DURATIONS) v32.1025

Description	Status	Ratios & Hours											
		12:1	11:1	10:1	9:1	8:1	7:1	6:1	5:1	4:1	3:1	2:1	1:1
Managing and Supervising Material Handling Equipment Operations (LTG 31)	Novice	7.25	7.25	7.25	7.25	7.25	7.25	7.25	7.25	7.25	7.25	7.25	7.25
	Refresher	7.25	7.25	7.25	7.25	7.25	7.25	7.25	7.25	7.25	7.25	7.25	7.25
Manual Handling in Transport, Warehousing and Logistics (LTG 32)	Novice					7.50	7.25	6.75	6.50	6.25	5.75	5.50	5.25
	Refresher					7.50	7.25	6.75	6.50	6.25	5.75	5.50	5.25
Commercial Goods Vehicle Banksman (LTG 40)	Novice								5.50	4.75	4.25	3.75	3.25
	Refresher								4.00	3.50	3.00	2.50	2.00
Safety in Slings and Signalling (Rigging and Banksman) (LTG 1702)	Novice									21.00	18.75	16.50	14.50
	Existing									17.50	15.50	13.50	11.25
	Refresher									9.25	7.75	6.25	4.75
Overhead Gantry Crane (LTG 1704)	Novice									7.50	6.50	5.50	4.50
	Refresher									6.25	5.25	4.25	3.25

Restrictions

Number	Restricted Certificate Topic
1	Operator has not received any instruction with regard to loading or unloading a vehicle
2	Operator has not received any instruction in the use of industrial racking systems
3	Operator has not received any instruction in the use of free-standing stacks
4	Operator has not received any instruction in the use of bulk stacking
5	Operator has not received any instruction to enable them to carry out stacking or de-stacking at eye level
6	Operator has not received any instruction to enable them to carry out stacking or de-stacking at high level
7	Operator has not received any instruction to enable them to operate the machines on inclines
8	Where Rough Terrain Machines are used for operator training, operator has not received any instruction to enable them to operate the machine on rough terrain
9	Operator has not received any instruction in the refuelling /replenishment of a vehicle (LPG, CNG, Diesel)
10	Operator has not received any instruction in the care and maintenance of motive power sources (Electric trucks)
11	Operator has not received any manual handling instruction
12	Operator has not received any emergency escape (working at height) training
13	Operator has not received instruction in loading/unloading this equipment from a transportation vehicle

*Restrictions will be applied to the application when the subject area is not covered as part of the basic operating skills training. The restrictions are applicable to the machine category.