

Course Information



Unit of Competency: TLID0016 Operate a Forklift

Who is the course designed for?

This course is designed for person already working within various retail, wholesale, warehousing construction, farming industries etc. It involves the skills and knowledge required to operate a forklift such as counterbalance, reach forklifts and other ride on type forklifts. This includes selecting appropriate equipment, checking condition of the forklift, manoeuvring the forklift, lifting loads and shutting down the forklift in accordance with all requirements. This course is most often used for refresher training for licenced forklift operators.

Pre-requisite units

Nil however to join the course an LF class High Risk Work Licence is required (i.e. completion of TLILIC2001 Licence to operate a forklift).

Course requirements

Due to the duration of this course participants must already be working within industry.

This equipment requires a High Risk Work Licence which will be a required pre-requisite (LF class HRW Licence). This course does not provide the High Risk Work licence and is generally used as a refresher training. Student therefore must be qualified and experienced to enter this course.

Students can contact the licencing authority in your State/Territory for high risk work licence criteria and advice. The contact phone number for SafeWork NSW is 131050.

Please ensure you read the pre-enrolment course conditions before deciding to enrol in this course. These are available on our website <http://forkpro.com.au/student-support>.

What does the course offer?

The program has been organised to provide students with general skills, background information and specific knowledge about operating a forklift, which is then applied in discussion, questioning, role-plays and practical application for the industry specific unit.

The program is delivered 'on-the-job' at the client's premises. Training delivery combines face-to-face trainer led theory classes and practical sessions. In most cases there will be no more than 8 students in any class.

Students are provided with all required course material including a training manual that covers all parts of the course. Additional material will be made available during training sessions if required.

Forkpro Australia, as far as is practical, will ensure that employers and students are kept informed of their progress throughout the training and assessment process.

Course outline.

- Forklift pre-start is documented and completed prior to commencement of work and relevant to equipment
- Forklift is checked for compliance in accordance with relevant legislation, manufacturer specifications and workplace procedures
- Correct personal protective equipment (PPE) is selected and word relevant to workplace procedures

- Equipment attachments are selected, checked against data plate, secured correctly and appropriate to the task and terrain
- Equipment faults and non-compliances are reported to relevant personnel
- Route is planned in accordance with traffic management plans for the worksite
- Forklift is accessed correctly, using three points of contact, seatbelt is correctly worn and fastened, and mirrors and seats are adjusted for safe operation by driver
- Forklift is started, steered, manoeuvred, positioned and stopped in accordance with regulations, manufacturer instructions and workplace procedures
- Engine power is managed to ensure efficiency and performance and to minimise engine and gear damage
- Operational hazards are identified and/or anticipated and avoided or controlled through defensive driving and appropriate hazard control techniques
- Forklift is driven in reverse, maintaining visibility and achieving accurate positioning
- Lifting task to be undertaken is appropriately planned, and correct lifting truck and attachments are selected
- Load is lifted, carried, lowered and set down in accordance with WHS/OHS legislation, manufacturer specifications and workplace procedures
- Hazards and traffic flow are identified when selecting the most efficient route and appropriate adjustments are made
- Site conditions are assessed to enable safe operations and to ensure no injury to people or damage to property, equipment, loads or facilities occurs
- Performance and efficiency of vehicle operation is monitored during use
- Defective/irregular performance and malfunctions are reported to relevant personnel
- Forklift records are maintained/updated in accordance with workplace procedures and legislative requirements
- Forklift is parked, shut down and secured in accordance with manufacturer specifications, regulations and workplace procedures
- Defective/irregular performance, malfunctions or maintenance are recorded and reported to relevant personnel
- PPE is stored correctly in accordance with workplace procedures

Time investment:

Course work required: 8 hours	
Required pre-work:	Nil
In class theory training:	1.5 Hours.
In class practical training:	1.5 hours.
In class theory assessment:	1 hours.
Practical assessment	.75 hours 1-on-1
All times may vary depending on existing level of competence, pace of learning, numbers in class, etc. The trainer will adapt the course in response to these factors. For smaller groups (4 or less) the practical assessment may be done in class time.	

How are students assessed?

- Recognition of current skills and knowledge are available for component of this course.
- Students will undergo assessment via a combination of:
 - Workplace observation
 - Oral/written questioning
 - Practical exercise
- The oral/written assessment is “closed book” and no outside assistance is permitted. Groups can sit for the test at one time providing there is sufficient separation. The practical assessment requires the completion set tasks using a compliant forklift.

- Within 30 days of successful completion a “Statement of Attainment” will be supplied to the student.

What if I have a disability, learning difficulties or cannot write in English?

Students enrolling in courses where a High Risk Work licence is required, must have English skills at a level that enables the safe performance of high risk work. It is important to evaluate these skills prior to deciding to enrol.

Support can be offered in various forms such as:

- Language Literacy and Numeracy evaluation.
- Verbal assessments.
- Additional training if required.
- Referral to support organisations.

It is best to discuss your situation prior to enrolling, as we may be able to offer a varied course structure or put in place some other strategies before enrolment. There are 2 sections of the course – training and assessment for the unit of competence. Therefore, it is important that we establish any support required before enrolment. To discuss this please call us on 1300 789 606 or <mailto:enquiries@forkpro.com.au>.

Site resource requirements.

- Compliant equipment such as a counterbalance forklift or reach forklift.
- Safe a segregated practical training and assessment area.
- Equipment is in safe operating condition and complies with the requirements of the State/Territory legislation.
- You will need to ensure that sufficient space is available and that some racking or shelving is available to lift loads from various heights including the full lift of the equipment being used.
- A suitable area is required for the theory training that allows at least 1 arms length between students. The area must be sufficiently quiet, indoors and have power to run a projector.

Individual Requirements

- Students must be at least 18 years of age.
- Students must provide their Unique Student identifier (see www.usi.gov.au).
- Students must present their valid high risk work forklift licence.
- Suitable photo identification must be presented on the day to confirm your identity.
- PPE appropriate to your work site must be brought to the assessment.
- NOTE: Persons residing in Australia on a STUDENT VISA cannot enrol in this course. All training for Student Visa holders must be through a CRICOS provider. See www.training.gov.au.

For the full list of requirements please refer to our pre-enrolment course conditions available on our website at <http://forkpro.com.au/student-support>

It is recommended that prospective students read the Learner Handbook available at the above web address also.

If you have any concerns or question re the pre-enrolment conditions please call us on 1300 789 606 or email enquiries@forkpro.com.au to discuss

Special notes:

This course does not provide a ‘high risk work licence’.

Full RTO Details can be found at www.training.gov.au. Forkpro Australia Pty Ltd. Registration number 91514. ABN 53 613 046 441