

# Course Information



## Unit of Competency: TLILIC0004 Licence to operate an order picking forklift truck

### Who is the course designed for?

This course is designed for new entrants to, or those already working in various retail, wholesale, warehousing construction, farming, etc who require licensing under the “Standard for licensing of persons conducting high risk work”. Completion of this qualification is required for licensing eligibility.

The course provides a pathway to obtain an order picker licence - class LO - and can lead onto a further qualification in the TLI - Transport and Logistics Training Package. Legal limitations or pre-requisites exist on this qualification that may affect the obtaining of a licence from the licensing authority.

### How is this course delivered?

Students must first undertake the Nationally Recognised Training unit of competence TLILIC0004 Licence to operate an order picking forklift truck. This unit has both theory and practical training and assessment elements. Once you have been deemed competent in the TLILIC0004 Licence to operate an order picking forklift truck unit of competence, you then undertake the formal High Risk Work licence assessment.

### Qualifications

Statement of Attainment for TLILIC0004 Licence to operate an order picking forklift truck – *issued by Forkpro Australia.*

High Risk Work Licence for LO class – *issued by SafeWork NSW, WorkCover QLD or WorkSafe ACT.*

### Pre-requisite units.

Nil

### Individual requirements.

You are eligible to enrol in this course if you:

- are at least 18 years of age.
- must provide their Unique Student Identifier (see [www.usi.gov.au](http://www.usi.gov.au)).
- have sufficient language, literacy and numeracy skills at a level that enables the safe performance of high risk work.
- are not a STUDENT VISA holder. All training for Student Visa holders must be through a CRICOS provider. See [www.training.gov.au](http://www.training.gov.au).
- can provide 100 points of ID to confirm your current address, DOB, signature and photo identity.
- live in the state or territory in which the course is being conducted (exemptions may be possible – please contact the office manager on 1300 789 606 prior to enrolment to discuss).

Please ensure you read the pre-enrolment course conditions before deciding to enrol in this course. These are available on our website [Forkpro Australia - STUDENT SUPPORT](#).

Students can contact the licencing authority for qualification criteria and advice. The contact phone number for SafeWork NSW is 131050, WorkSafe ACT is (02) 6207 3000 and WorkCover QLD is 1300 362 128.

Course outline.

- Potential workplace hazards are identified
- Risk control measures are identified to ensure the safety of personnel and equipment, consistent with regulatory requirements and the hierarchy of control
- Order picking forklift truck is selected in accordance with load and workplace conditions
- Working area is inspected to determine appropriate path of movement for loads and order picking forklift truck, for the workplace conditions
- Methods for communicating are identified and confirmed in accordance with workplace procedures
- Prior to operation, order picking forklift truck is visually checked for any damage or defects
- All signage and labels are checked to ensure they are visible and legible, in accordance with the appropriate standard
- All controls are located, identified and confirmed
- Pre-start operational checks are carried out in accordance with manufacturer specifications and workplace procedures
- Order picking forklift truck is started in accordance with manufacturer specifications and workplace procedures, and is checked for any abnormal noise
- Post-start operational checks are carried out in accordance with manufacturer specifications and workplace procedures
- All order picking forklift truck functions and safety devices are tested to their maximum in accordance with manufacturer specifications and workplace procedures
- Defects and damage are reported and recorded in accordance with workplace procedures, and appropriate action is taken
- Weight of load is assessed to ensure compliance with order picking forklift truck data plate
- Hazard prevention/control measures are implemented and communicated with personnel in the work area, as required
- Order picking forklift truck is operated at a safe speed in accordance with manufacturer specifications and workplace procedures
- Work is conducted safely at heights and safety equipment is used safely and efficiently
- Loads are moved and placed to ensure stability of material and avoidance of hazards
- Load movement is monitored constantly, to ensure safety of personnel and load, and order picking forklift truck stability
- Unplanned and/or unsafe situations are responded to in accordance with workplace procedures and emergency plans
- Order picking forklift truck is parked to avoid hazards
- Order picking forklift truck is shut down in accordance with manufacturer specifications and workplace procedures
- Routine post-operational order picking forklift truck checks are carried out in accordance with manufacturer specifications and workplace procedures
- Order picking forklift truck is secured to prevent unauthorised access/use
- All defects and damage are reported and recorded in accordance with manufacturer specifications and workplace procedures, and appropriate action is taken

What does the course offer?

The program has been organised to provide students with general skills, background information and specific knowledge about operating an order picking 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 (so long as the strict site resource requirements can be met). Training delivery combines face-to-face trainer led theory classes and practical sessions. In most cases there will be no more than 7 students in any class.

Students are provided with all required pre-course material including a training manual that covers all parts of the course. Review questions are available within the manual and can be completed before attending 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.

Time investment:

<b>In – experienced 3 day course</b>	
Optional pre-work:	4 – 8 hours
In class theory training:	4 Hours.
In class practical training:	9 hours.
In class unit assessment:	3 hours.
High Risk Work Licence assessment:	8 hours.
Time for lodgement at Australia Post	30 minutes

<b>Experienced 2 day course</b>	<b>Please call for eligibility requirements.</b>
Optional pre-work:	4 – 8 hours
In class theory training:	4 Hours.
In class practical training:	1 hours.
In class unit assessment:	3 hours.
High Risk Work Licence assessment:	8 hours.
Time for lodgement at Australia Post	30 minutes
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.	

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

Students enrolling in High Risk Work licence courses must have English skills at a level that enables the safe performance of high risk work. During the assessment no use of interpreters is allowed. 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 and the final high risk work licence assessment. The trainer must ensure that students can demonstrate the required level of competence before allowing the student to proceed to the final high risk work licence assessments stage. Therefore, it is important that we establish any support required before enrolment. To discuss this please call us on 1300 789 606 or email [enquiries@forkpro.com.au](mailto:enquiries@forkpro.com.au).

#### How are Students assessed?

- There are 2 separate assessments that must be completed:
  - Assessments to complete the unit of competence. (Conducted during class time).
  - Assessments to complete the High Risk Work Licence. (Conducted on the final day).
- There will be a theory, calculations and practical element of the of both assessments.
- The theory test answers can be given orally if circumstances require. It is a closed book test and no outside assistance is permitted.
- The calculations can only be completed in writing – no oral test is permitted. It is a closed book test and no outside assistance is permitted.
- For the practical test you will be required to complete set tasks using a compliant order picking forklift.

#### Resource requirements for on-site delivery.

It is a requirement that the following be in place for on-site training delivery. If any of the following is not available, or you are unsure please advise so we can discuss alternatives.

- Order Picker or Turret Forklift is in safe operating condition and complies with the requirements of the State or Territory legislation. In particular, AS2359 Part 2 Section 5.3 (paraphrased). The operating area must be fenced off from all except the operator of the equipment. Otherwise travel motion is cut off when the platform height exceeds 600mm from the ground, or:
- A pedestrian sensing system is fitted whereby travel motion is cut when a pedestrian is in close proximity
- There must be ability to stack loads to low, medium and full lift height of the order picking forklift. The top level must be at least 75% of the order picking forklift full lifting capacity.
- Students must demonstrate manoeuvring of the order picking forklift/turret forklift. Sufficient space must be available for manoeuvring. A 400 square metre working zone is required in the assessment instrument. If less space is available, please liaise with us to explore other options.
- If you are operating a turret type forklift, 3 individual loads must be available that are at least 250 kg.
- It is recommended that operators of elevating cabin type equipment are familiar with current 'Work Safely at Heights' requirements. It is generally expected that operators are trained in the safe use of Fall Arrest Systems (additional training sessions are available where required).
- If you are in control of/operation of this equipment it is recommended you are familiar with Australian Standard AS2359 part 2 at a minimum.
- 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

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](mailto:enquiries@forkpro.com.au) to discuss

*\*Special notes:*

*You will be required to pay SafeWork NSW / WorkSafe ACT / WorkCover QLD the necessary application fee (refer to the local WHS regulator website for current fees). This fee is not part of the license assessment charge levied by Forkpro Australia. The application must be lodged in the required manner within 60 days of successful assessment. In NSW and QLD the interim license expires at this point. In ACT there is no interim licence issued, the applicant must wait for the licence card to be issued.*

*In the case of unsuccessful 1<sup>st</sup> assessment a re-assessment will be required. Re-assessments must be conducted within 90 days of the original assessment otherwise the full assessment must be undertaken. An additional fee will be charged for a re-assessment. These fees are outlined in the Student Pre-enrolment booklet available at <http://forkpro.com.au/student-support>.*

*NOTE: In NSW and QLD the RTO must advise SafeWork NSW/WorkCover QLD of the time, date and location of any assessments being conducted. These authorities may exercise their right to have an Officer oversee/audit this assessment process, even if this is on client premises. The authorities will not notify of their intention to attend prior.*

Full RTO Details can be found at [www.training.gov.au](http://www.training.gov.au). Forkpro Australia Pty Ltd. Registration number 91514. ABN 53 613 046 441.