

## Unit of Competency

### TLILIC0005 - Licence to operate a boom-type elevating work platform (boom length 11 metres or more)

#### 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”. Prior to licensing students cannot be employed as Elevating Work Platform (EWP) operators. Completion of this qualification is required for licensing eligibility.

The course provides a pathway to obtain an EWP licence - class WP - 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 licencing authority. Please enquire if you are not sure what licence is required.

#### Pre-requisites units.

Nil

#### Course requirements.

You are eligible to obtain a licence if you:

- are at least 18 years of age.
- complete a recognised training course with a **registered training organisation** (RTO) and have been assessed as competent by an assessor working for the RTO.
- can use English at a level that enables the safe performance of high risk work.
- 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](http://www.training.gov.au).
- An experienced person course is available however to be eligible you must have current and verifiable experience. You will need to complete an ‘application for experienced course’ form and provide evidence. Please call to discuss eligibility for this course.

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>.

Students can contact the licencing authority for qualification criteria and advice. The contact phone number for SafeWork NSW is 131050 or WorkSafe ACT is (02) 6207 3000.

#### Course outline.

- Task requirements are identified from work orders or equivalent and confirmed with relevant people and a site inspection is completed in accordance with workplace procedures
- Work area ground/operating surface is assessed to determine suitability for operational use of EWP in accordance with manufacturer requirements and workplace procedures
- EWP capabilities are established for the load/s and work/task requirements in accordance with manufacturer requirements and workplace procedures
- Appropriate paths for operating the EWP and moving in work area are assessed and determined in accordance with workplace procedures
- Relevant hazard and risk control measures are applied and advised to relevant person/s in accordance with workplace procedures

- Traffic management plan implementation is confirmed in accordance with workplace procedures
- Appropriate communication procedures are identified, with relevant people in accordance with workplace procedures
- All work is confirmed to ensure coverage of work/task requirements for the relevant work area in accordance with workplace procedures
- Consultation with workplace person/s is maintained to ensure workplan is clear and consistent with site requirements in accordance with workplace procedures
- Risk control measures for hazards identified are checked for implementation in accordance with workplace procedures
- Safety equipment including Personal Protective Equipment (PPE) are inspected, fitted correctly and used in accordance with manufacturer requirements and safe work procedures
- EWP is accessed in a safe manner in accordance with manufacturer requirements and safe work procedures
- Pre-start EWP checks are carried out in accordance with manufacturers requirements and safe work procedures
- EWP is started and is checked for any abnormal noises in accordance safe work procedures
- EWP is positioned correctly as per work plan in work area in accordance with relevant manufacturer requirements and safe work procedures
- EWP is stabilised appropriately in accordance with the workplan, relevant manufacturer requirements and safe work
- Operational checks from base controls are carried out in accordance with relevant manufacturer requirements and safe work procedures
- All platform controls are located, identified and tested in accordance with manufacturer requirements and safe work procedures
- All damage and defects are reported and appropriate action is taken to rectify in accordance with manufacturer requirements and safe work procedures
- EWP logbook is inspected and is correct for the EWP, is completed and signed in accordance with manufacturer requirements and safe work procedures
- Weather and work environmental conditions are assessed to determine any impact on EWP operation and positioning as per workplan in accordance with manufacturer requirements and safe work procedures
- Relevant hazard prevention/control measures identified are checked for implementation in accordance with safe work procedures
- EWP is safely located at point of work in work area in accordance with safe work procedures
- EWP platform is positioned for work tasks and stability and all operations are monitored constantly in accordance with safe work procedures
- Work gear and tools are stowed and secured in accordance with safe work procedures
- EWP is operated using all movements in accordance with safe work procedures and manufacturer requirements
- Unplanned and unsafe situations are responded to in accordance with safe work procedures
- All communication signals are correctly interpreted and followed whilst EWP is operated in accordance with safe work procedures
- EWP platform is accessed and egressed in accordance with safe work procedures and manufacturer requirements
- EWP is parked, switched off and isolated appropriately in accordance with manufacturer requirements and safe work procedures
- Post-operational EWP checks are carried out in accordance with manufacturer requirements and safe work procedures
- EWP boom is retracted, lowered, stowed and secured in accordance with manufacturer requirements and safe work procedures
- Safety equipment and PPE is disconnected from platform in accordance with safe work procedures
- Relevant motion locks and brakes are applied as required in accordance with manufacturer requirements and safe work procedures

- Outriggers and/or stabilisers, plates or packing if fitted are stowed and secured in accordance and with manufacturer requirements and safe work procedures
- EWP is shut down in accordance with manufacturer requirements and safe work procedures

#### What does the course offer?

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

The program has been organised to provide students with general skills, background information and specific knowledge about operating a boom lift, 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 within the manual must be completed before attending the course which means the manual must be thoroughly read. 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>	
Required pre-work:	4 – 8 hours
In class theory training:	4 Hours.
In class practical training:	9 hours.
In class 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>
Required pre-work:	4 – 8 hours	
In class theory training:	4 Hours.	
In class practical training:	1 hours.	
In class assessment:	3 hours.	
High Risk Work Licence assessment:	8 hours.	
Time for lodgement at Australia Post	30 minutes	
<i>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.</i>		

#### 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 EWP.

### Site resource requirements.

- Elevating work platform is in safe operating condition and complies with the requirements of the State or Territory legislation. The EWP's boom length must be greater than 11 metres. Assessments cannot be undertaken with EWPs of less boom length. The EWP must be within its 10 year inspection date and have had all required maintenance.
- You have the ability to simulate reaching to various locations including maximum height/reach.
- All required Fall Arrest Devices are on hand, inspected as serviceable and in date.
- You will need to ensure that sufficient space is available for manoeuvring and that barriers/barricades are available to secure the swept radius area of the boom.

### Individual Requirements

- Students must be at least 18 years of age.
- Students must provide their Unique Student identifier (see [www.usi.gov.au](http://www.usi.gov.au)).
- Students are required to complete some pre-work prior to the 1<sup>st</sup> day of attendance.
- Students are required to live in the State or Territory in which the course is being conducted. Exemptions may be possible however we must apply for this prior to the course commencing.
- The required 100 points of identification **must** be presented on the day of assessment to confirm your current address, date of birth, signature and photo identity as well as other required forms. For suitable forms of identification see separate fact sheet.
- Students will be provided with a Record of Training, after enrolment. This book must be completed during supervised on-the-job training. The relevant information must be recorded within and the log book must be presented on the day of the assessment. ***Students are no longer***

*permitted to operate this equipment 'on log books' unless enrolled in an approved course of training.*

- PPE appropriate to your work site must be brought to the assessment.

*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](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