



TLILIC0003 Licence to operate a forklift truck

Talented Training

Talented Training is a progressive training organisation committed to quality education. We recognise the need for highly skilled workers in the construction, warehousing and resource infrastructure sectors.

The purpose of this course is to provide the skills and knowledge required to operate a forklift truck safely in accordance with all relevant legislative requirements. Competence in this unit does not in itself result in a HRWL licence to operate this plant. Participants must complete the online application for a new Queensland HRW Licence within 60 days of successfully completing the course.

Forklift truck means a powered industrial truck equipped with lifting media made up of a mast and an elevating load carriage to which is attached a pair of fork arms or other attachments that can be raised 900 mm or more above the ground, but does not include a pedestrian-operated truck or a pallet truck.

A person performing this work is required to hold a forklift truck High Risk Work Licence (HRWL).

Course Outcomes

Students will develop the skills and knowledge to operate a forklift truck safely in relation to planning, preparing and performing forklift tasks, and packing up; including carrying out all equipment-related operational checks, setting up exclusion zones, lifting and moving materials using a variety of attachments, identifying and controlling common hazards, securely parking and isolating the forklift.

Who this course is for

We design the course to suit our students' needs. Whether you have never touched a forklift before or are a skilled worker completing this course to obtain a National High Risk Work Licence Class LF, we deliver to suit you.

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Queensland Licence Requirements

You must bring evidence of identity in with you, to your training course. Please go to the website <https://www.worksafe.qld.gov.au/licensing-and-registrations/work-health-and-safety-licences/apply-renew-or-replace-licences/evidence-of-identity> or phone us on 07 3375 5822 for what evidence is needed.

There is an application fee payable to *Workplace Health and Safety Queensland* to obtain a licence at time of lodgment of application. Following lodgment, enquiries regarding applications should be directed to *Workplace Health and Safety Queensland*.

Please note: Talented Training is unable to issue your Statement of Attainment or your AS1 Form (required for your licence application) until all enrolment (including identification), payment and course requirements have been met.

Course delivery options to suit your needs:

Skilled Workers in the industry

This course is designed primarily for skilled participants who can demonstrate current workplace experience.

They will already be familiar with workplace standards, terminology, hazard identification, working around large plant and equipment, and safety expectations (including duty of care).

These students have recognised prior learning and have held a forklift licence before (or haven't but have experience on forklifts).

Those who have never touched a forklift

These students, depending on their level of capability, may take 1 to 5 days of training before they can undertake assessment.

They may be school-leavers, unemployed, or even in current employment but wishing to change careers or increase their chance of promotion. These students are monitored closely throughout their course with the option of the course-length being lengthened according to their individual needs.

Student Commitment:

Students will need to be able to demonstrate they have the necessary skills to plan the work, conduct routine checks on the forklift, shift loads in a safe manner, and shut down and secure the equipment after the completion of operations, before assessment can be undertaken.

Before and during the training, it is vital that participants commit extra time to study course materials. This will ensure that they have the best chance possible of completing the assessment exam to SafeWork standards and being accredited to a forklift truck (LF).

Delivery Methodology

Workplace

- We can come to you for initial training, issuing and checking logbooks, as well as final assessment.

Training

- Fully customised learning materials
- Experienced and professional trainers
- Students are given comprehensive feedback throughout their course

Assessment

Skills and knowledge must be assessed in the context of the student's work environment.

In this course, we use the following:

- knowledge assessment (theory short answer questions)
- practical assessment (demonstration and observation)
- use of the national Assessment Instrument (NAI) as mandated for all licenced courses
- Logbooks



Intake, Entry Requirements & Duration

Program Duration

- Pre-course study (Online Tutorials) - 4 Hours, plus
- Face to Face Training & Assessment - 2 Days (this may be reduced or extended dependent upon student's prior experience and uptake of skills and knowledge)

Students may be required to complete hours in their logbook which they can also book in additional time with the RTO.

Entry Requirements

Students may undertake training prior to the age of 18 but must be 18 years of age or above in order to undertake the formal assessment. It is strongly recommended that prior to entering this course students have, as a minimum, basic English literacy and numeracy skills as they will be required to undertake a formal written assessment in English, perform load calculations as well as provide practical demonstration.

Personal Protective Equipment (PPE)

All students must have the appropriate PPE to undertake the training and assessment activity in this course. If students do not have, or cannot obtain the appropriate equipment, they are requested to contact us as soon as possible so we can ensure provision of this. Where the student provides their own safety equipment, as required by the risk assessment for the location at which the assessment is to be undertaken, this equipment will include:

- Appropriate footwear
- High visibility vest or other similar clothing
- Other protective clothing or equipment as required.



Course Intake

This course is delivered on an as-needed basis.

Talented Training will verify each student's appropriateness for the course during the pre-enrolment communications.

Course documentation

On successful completion of this unit of competency, the student will receive a Statement of Attainment for TLILIC0003 Licence to operate a forklift truck, as well as an AS1 Assessment Summary to enable them to apply for a licence.

Recognising previous work and learning

Talented Training has a Recognition of Prior Learning (RPL) Policy to ensure that an applicant's skills and knowledge gained through formal and informal education and training, work experience, and/or life experience (including volunteer work; committee responsibilities, family duties and hobbies) are recognised.

Supporting our Students' Needs

Language, Literacy and Numeracy (LLN) – an LLN assessment is issued as part of a student's induction pack and administered prior to training commencement, with results recorded against each of the 5 core skill areas.

Results of these assessments are discussed individually with each student.

Disability – students self-identify on their enrolment forms.

On the occasions where Talented Training trainers do not receive the enrolment forms directly, Talented Training administration staff will communicate this information to them for following up with the student.

Welfare – students may alert their trainer to additional support needs required.

Trainers and/or administration staff may be alerted to a problem (or potential problem) through student communication or witnessing specific behaviour of concern. On these occasions, trainers are encouraged to be the central contact person with the student about support, on behalf of the RTO.

Delivering Specialised Accredited Courses in Partnership with you...

- Focusing on industry-specific and current training and assessment
- Effective transfer of learning
- Developing employees on-the-ground
- Liaising closely with onsite personnel to tailor training schedules and resources
- Exposing students to the most current industry standards
- Creating a seamless team-effort approach in enabling successful course completion

Contact Us

For further information on how we can assist you meet your career goals, please contact

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