



NATIONALLY RECOGNISED  
TRAINING

TLILIC0003

# LICENCE TO OPERATE A FORKLIFT TRUCK

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LICENCES <sup>4</sup>  
WORK 

# About this Course

Successful completion of this course, offered by Just Careers Training (RTO 91413) trading as Licences 4 Work, results in a Nationally Recognised High Risk Work licence. This course is designed to develop and confirm the skills and knowledge required to safely and effectively operate a forklift truck. On successful completion of this course you will be issued with a Statement of Attainment for the following Unit of Competency;

## **TLILIC0003 Licence to operate a forklift truck**

You will also be issued with a Notice of Satisfactory Assessment, this is an interim licence issued by the WorkSafe VIC Assessor when you pass your test. This training and assessment is conducted in line with requirements set out in the Conditions for conducting HRW licence assessments in VIC under the Occupational Health & Safety Regulations 2017.

## **COURSES ON OFFER**

Courses available include the Standard, Advanced and Express Advanced Courses. ALL courses have the same outcome. That is, you will receive the same licence.

**The Standard Course** is designed for new entrants, it is also recommended for all levels of experience (will help to refresh your skills and knowledge). You will only be admitted into the Standard Course if you meet the following pre-requisites:

- You can read and understand English

You will receive your materials online on booking for this course so that you may start reading and familiarising yourself with the knowledge required prior to arriving for your course.

The Standard course commences when you book and the time taken to achieve your licence will depend on your progress through the course. Typically this course will take up to 40 hours and this includes; 3-4 hours of pre-attendance study, two 8-hour days for training (some assessment also takes place), some study while you wait for your Final Assessment and then up to 8 hours for the Final Assessment.

**The Advanced Course** is a condensed course and as such you will only be admitted into the advanced course if you meet the following pre-requisites:

- You have more than the equivalent of 1 year forklift driving experience in the last 3 years; AND
- You have excellent English reading, writing and comprehension; AND
- You agree to have the workbook in your pre-course pack completed before attending for your scheduled session

You will receive your materials online on booking for this course.

The Advanced Course commences when you book and the time taken to achieve your licence will depend on your progress through the course. Typically this course will take up to 30 - 40 hours and this includes; 3-4 hours of pre-attendance study and completion of a workbook, one 8-hour day for training (some assessment also takes place), some study while you wait for your Final Assessment and then up to 8 hours for the Final Assessment.

### **Please Note:**

It is important that you choose the course suitable for your needs to avoid additional fees as outlined in the terms and conditions for this course.



## WHAT IS INVOLVED IN GETTING A LICENCE?

- Book your course online or by calling us on (03) 9125 1998
- You will receive access to your course by email. Contact us if you require print options
- Study the pre-course materials to prepare for your course. If you are doing the advanced course then you must also complete the Student Workbook in your pre-course pack. If you are undertaking the express advanced course there is an additional online quiz which you must complete correctly
- Attend for your training days/ nights (as per your booking). Standard course requires two days (or three nights) of attendance to our custom designed training facility. Advanced course participants will only need to attend for 1 day (or one night) of training.
- Once you have met the requirements of the course (including practice tests) then you will be booked in to undertake your WorkSafe VIC Assessment on our site. This test takes up to a full day depending on numbers. Waiting times for assessment could be up to 10-14 days. This will also allow you to study for your assessment. If you need to operate a forklift immediately then we can arrange this if you have a suitable workplace.
- Once you have passed your WorkSafe VIC test then you will be issued with a Notice of Satisfactory Assessment. This document allows you to now drive a forklift!
- You will need to complete the application process through the myWorkSafe portal OR
- You will need to apply online within 60 days for your photo licence
- You will receive your photo licence in the mail directly from Worksafe VIC

### **Please Note:**

Most people will not have any additional fees payable if they choose the correct course. As with all courses, there are terms and conditions covering additional training, reassessment, and cancellations / rescheduling. Please refer to these on our website.

We recommend that everyone completes the Standard Course in order to be fully prepared for their WorkSafe test. If you are accepted into the Advanced Course (because you meet the pre-requisites) and you do not complete the pre course work satisfactorily, then you will have to change options (fees will apply).

# What is covered in the course?

- How to determine the weight of a load
- Legal requirements for the safe operation of forklift trucks
- Forklift characteristics and capabilities (includes knowledge of load data plates and routine checking )
- Hazard identification and control
- Workplace standards, requirements, policies and procedures for working on a forklift
- Safe operating techniques
- Typical problems encountered
- Adjustments that may be made for correction where required
- Accurately interpret information relating to conducting forklift truck operations
- Operate a forklift truck safely (including all functions) to the maximum height and load capacity
- Identify hazards and assess risks associated with the operation of the forklift truck
- Put into place effective hazard prevention/control measures for the hazards identified
- Use effective communication skills at a sufficient level to communicate with other site personnel (e.g. receiving instructions, interpreting instructions, safety information and procedures)

## RE ASSESSMENT, COMPLAINTS AND APPEALS

Our trainers have the experiences, abilities and training to effectively assist you in your course by providing well designed training and assessment. During your training you will receive feedback about your performance including suggestions where required. You will also be informed if you are doing exceptionally well!

During training if you or your trainer feels that you require additional support, then there are options to assist you, i.e. extended duration of your course.

After assessment , should your trainer feel that after training you still require further training (due to results of the assessments in your course) or you need to be reassessed (there is one assessment completed during training and before your WorkSafe VIC test) you will be informed of your options.

If you fail your licence assessment, reassessment fees and minimum waiting times also apply to reassessment. There are also time limits on completing your course. We have an effective appeals procedure, which you can find on our website, if you dispute the assessor's findings.

If you have a complaint about the course, our trainer/ assessors or anything else, then we have an effective complaints procedure, which can also be viewed on our website.

## Who can do this course?

To participate in this course;

- You must be at least 17 years of age to commence the course;
- WorkSafe VIC assessment (test) requires that you are 18 years of age;
- WorkSafe VIC assessment (test) requires that you have met all training and assessment requirements
- Have original photo identification which includes as a minimum, full legal name and date of birth. – Refer to the Required **ID fact sheet**.

# Other important information

## Delivery Mode



### Face to Face

This is a face to face course. To complete this course face to face, participants will need to undertake the following:

- 1 day attendance plus 1 day of assessment which also includes some revision prior to commencing HRW assessment.
- Participation in a range of learning activities
- Complete a set of multiple choice and short answer questions based on the course content
- Successfully undertake a final assessment once they have participated and met all the course requirements for the day.



### Mixed

For participants who are experienced operators, attendance commences online and includes an additional day for assessment (8:30am-around 4pm).

## WHAT DO I NEED TO BRING?

- Your pre course resources
- If you are accepted as an Advanced Course student then your completed Student Workbook and online quiz
- Wear long pants and a long sleeve shirt and closed shoes (preferable hard caps)
- Closed Shoes (no thongs) – preferable hard caps. You will not be admitted with open shoes.

## ENROLMENT

Enrolling into this course requires that you complete our enrolment form and provide sufficient identification (see the end of this brochure). Once you have enrolled, then you will receive access to your resources.

## FEES, CHARGES, TERMS AND CONDITIONS

Please refer to our website for fees, charges, terms and conditions.

## ASSESSMENT ONLY

If you have completed and attained a statement of Attainment from an RTO and are eligible to be assessed or reassessed, then a fee will apply. Please contact us for requirements

## ADDITIONAL TRAINING AND REFRESHER

Practical Training Only - Additional training is available at a rate of \$50 per half hour. For refresher training, contact us.

Theory Training – Additional Training will depend on your needs and may attract fees of up to \$100 for a full day (also includes some practical training)

## FURTHER INFORMATION

For further information about this course, please contact Licences 4 Work on (03) 9125 1998 or visit our websites:

[www.licences4workmelbourne.com.au](http://www.licences4workmelbourne.com.au)

[www.licences4work.com.au](http://www.licences4work.com.au)

[www.licences4worknewcastle.com.au](http://www.licences4worknewcastle.com.au)

[www.licences4workbrisbane.com.au](http://www.licences4workbrisbane.com.au)

[www.licences4workperth.com.au](http://www.licences4workperth.com.au)