



NATIONALLY RECOGNISED
TRAINING

TLILIC0004

LICENCE TO OPERATE AN ORDER PICKING FORKLIFT TRUCK

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LICENCES 4
WORK

About this Course

This unit specifies the skills and knowledge required to operate an order picking forklift truck safely in accordance with all relevant legislative requirements. Competence in this unit alone does not in itself result in a HRWL licence to operate this plant. For a HRWL to be issued both the training course and the required assessment must be completed to the required level (assessment is always included in the price at L4W).

Order picking forklift truck means an order picking forklift truck where the operator controls are incorporated with the lifting media and elevate with the lifting media. A person performing this work is required to hold an order picking forklift truck High Risk Work Licence (HRWL).

This unit requires a person operating an order picking forklift truck to:

- plan for the work/task
- prepare for the work/task
- perform work/task
- pack up

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 (HRWL). This course is designed to develop and confirm the skills and knowledge required to safely and effectively operate an order picking forklift truck - LO. On successful completion of this course you will be issued with a Statement of Attainment for the following Unit of Competency;

TLILIC0004 Licence to operate an order picking forklift truck

You will also be issued with a Notice of Satisfactory Assessment (NSA), 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 Regulation 2017.

This unit is based on the licensing requirements of Part 4.5 of the Model Work Health and Safety (WHS) Regulations and meets Commonwealth, State and Territory HRWL requirements.

COURSES ON OFFER

Courses available include the Standard, Advance and Express Advanced Courses. ALL courses have the same outcome. That is, you will receive the same licence. Please note that we do not always offer all options and you should check the website for current offerings.

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 hold a current LF forklift licence OR
- 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 precourse pack completed before attending for your scheduled session

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 online 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.

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

- You have previously held a licence for both the LF and LO forklift truck (in the last 5 years) OR
- You have 2 years forklift driving experience in the last 3 years; AND
- You have excellent English reading, writing and comprehension; AND
- You agree to have the workbooks and the online quizzes completed before attending for your scheduled sessions.

You will also have to complete a Language Literacy and Numeracy Assessment on arrival to the training centre.

The Express 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 20 hours and this includes; 3-8 hours of pre-attendance study and completion of a workbook and quiz, one 3-hour training session(some assessment also takes place), some study while you wait for your Final Assessment and then up to 8 hours for the Final Assessment.

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.

If you book into the Advanced/Express Course (because you meet the pre-requisites) and you do not meet the pre-requisites and / or do not complete the pre course work satisfactorily, then you will have to change options (fees will apply).

What is covered in the course?

KNOWLEDGE

- Australian and industry standards, codes of practice and guidelines to safely
- Operate an order picking forklift truck
- Appropriate worksite communication protocols
- Hazards including all operating surface hazards, traffic including pedestrians, vehicles, other mobile plant and fixed structures, overhead hazards obstacles or obstructions, insufficient lighting, and other hazards
- Other specific hazards including falling from platform and dangerous goods
- Impact of the following on the operation of the order picking forklift truck; loss of control of brakes and/or steering, failure of equipment including hydraulic system
- Order picking forklift truck instability, deterioration of operating surface condition, overloading, picking and placing of irregular loads
- Lock out and tag out procedures
- Methodology and appropriate mathematical procedures to estimate loads or determination from labels, markings or load paperwork
- Manufacturer specifications, instructions and operator's manual
- Order picking forklift truck characteristics and capabilities, manufacturer specifications and instructions for any attachments
- Problems, and appropriate response procedures to unplanned and/or unsafe environmental conditions
- Procedures for connecting battery to charger and disconnecting battery from charger and reconnecting to order picking forklift truck
- Procedures for recording, reporting and maintaining workplace records and information
- risk assessment process including hierarchy of control
- Relevant documentation requirements
- Risk control measures including barricades and traffic control

- Traffic management plan procedures and requirements
- Typical routine problems encountered operating an order picking forklift truck and equipment, and adjustments required for correction
- Workplace procedures including work plan which may be verbal, documented/written, or electronically generated
- Work area operating surface suitability
- Work Health and Safety (WHS) legislative obligations and responsibilities
- Working at height procedures and relevant PPE

PERFORMANCE REQUIREMENTS

- Applying safe operating procedures for an order picking forklift truck
- Carrying out pre-start checks, including visual inspection which must
- Conducting and applying risk and hazard assessment strategies
- Confirming and following traffic management plan procedures relevant to their role in the work area
- Conducting operational checks
- Clarifying workplan and checking understanding
- Complying with Commonwealth, State and Territory Work Health and Safety (WHS) legislation and regulations
- Conducting and monitoring safe order picking forklift truck operations
- Confirming traffic management plan is implemented
- Connecting battery to charger and disconnecting battery from charger and reconnecting to order picking forklift truck
- Demonstrating understanding of traffic management plan
- Ensuring risk control measures within the work area are effective as per workplace procedures
- Inspecting and using relevant safety equipment, including safety harness/es
- Energy absorber/s, lanyard/s, anchor point/s
- Identifying, segregating and tagging out defective equipment and reporting to authorised person/s
- Interpreting and confirming relevant documentation, workplace instructions, safety

information, emergency procedures for the work task and relevant area

- Maintaining communication with other workplace personnel through using appropriate worksite procedures
- Positioning the order picking forklift truck for safe operation for application of the task, manoeuvring in the workplace, stability of the order picking forklift truck and the load
- Recording and maintaining accurate information relating to order picking forklift truck operations
- Reporting to relevant person/s on site risk control measures that are not in place or deficient
- Safety devices are checked
- Securely parking order picking forklift truck and isolating in appropriate position to minimise possible access by unauthorised person/s
- Setting up and validating an exclusion zone
- Shutting down an order picking forklift truck in accordance with manufacturer specifications and workplace procedures ensuring access ways are clear
- Start-up is in accordance with manufacturer requirements
- Steering, transmission and brake functions comply with operating requirements and there are no unusual noises
- Verifying problems and equipment faults, and implementing appropriate response procedures to unplanned and/or unsafe situations
- Working safely at heights using relevant Personal Protective Equipment (PPE) safely and efficiently

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

WHAT DO I NEED TO BRING?

- Your pre-course resources
- If you are accepted as an Advanced Course student then your completed Student Workbook.
- If you are accepted as an Express 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.

FEEES, CHARGES, TERMS AND CONDITIONS

Please refer to our website for fees, charges, terms and conditions. An additional \$65 (subject to change) is payable at the post office for processing your licence.

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

www.licences4work.com.au

www.licences4worknewcastle.com.au

www.licences4workbrisbane.com.au

www.licences4workperth.com.au