



FORKLIFT TRAINING - 2 DAY COURSE

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TLILIC0003 Licence to operate a forklift truck

Location: Plan B Training Solutions - 10 Rodney Road North Geelong Vic 3215

Course Objective

This course has been designed to provide the skills and knowledge required to operate a forklift truck. Pre-Study of a Forklift Learner Guide and completion of questions in an Activity book is to be completed self paced prior to attending your first face to face session. The face to face training and assessment is conducted over two days in a small group of four students per course. On successful completion of this course students will be issued with;

- A statement of attainment for the unit TLILIC0003 Licence to operate a forklift truck
- WorkSafe Victoria Notice of Assessment

Course Prerequisites

- Must be 18 years of age or over
- Must reside in Victoria
- Must provide Drivers Licence or other photo Identification which contains Photo, Date of Birth and Signature. (see ID list over page)
- Basic English, literacy and numeracy skills at a level sufficient to read and interpret workplace documentation and carry out basic mathematical calculations (this will be assessed on enrolment)
- Must not currently hold an equivalent High Risk Work Licence (LF) from any jurisdiction in Australia

Course Content

This unit requires a person operating a forklift truck:

- Planning Work including safe work practices, hazard identification and controls
- Forklift truck components and dynamics
- Pre-Start Checks
- Operational Checks
- Shifting Loads
- Emergency Procedures
- Shut down and secure forklift

Course Fee:

\$500 per person

Additional licensing fee is payable to WorkSafe Victoria via Australia Post within 60 days of assessment. Please visit www.worksafe.vic.gov.au for current licensing fees.

Other Fees:

Re-Assessment \$250.00 per person
Verbal Assessment \$ 60.00 per person

Payment Terms:

Full course fees payable on enrolment unless other terms have been negotiated. Payment options will be on your invoice and include direct deposit, Visa and Mastercard.

Please refer to the student information booklet supplied with the course brochure for our Refund Policy.

Training Site Information

Course is delivered at Plan B Training Solutions
10 Rodney Road North Geelong Vic 3215

Parking is available on-site

Tea and Coffee available

Please provide your own lunch. Refrigerator and microwave is available for your use in our Kitchen

MORE INFORMATION OVER PAGE

2 Day Course Structure

Duration—2 days

Pre-Study - On enrolment you will be supplied with a Learners Guide and Activity Book which must be fully completed prior to attending the course.

Day 1 - Revision and further explanation of the knowledge content studied prior to the course and a strong focus on practical driving training.

Day 2 - Brief revision of Knowledge and Practical followed by Assessment.

Workplace training also available—please ring for further information

Assessment

Assessment of this unit is done using a mandated assessment tool that consists of

- Written Assessment
- Calculation Assessment
- Practical Driving Assessment

The assessment must be conducted in English without the use of an interpreter. The outcome of the assessment will be Competent or Not Yet Competent. If you are not yet competent your trainer will develop a revised training plan with you, and you will have an opportunity to re-sit the assessment. Please refer to the fee section for information of re-assessment fees.

Information on ID

WorkSafe's aim is to ensure that the person to whom they issue a High Risk Work licence is the person who attended the training. In order to accomplish this WorkSafe require Seaton Training (RTO) to verify the identity of the training course participant.

Examples of Documents that can be used as proof of identification:

- Passport (Australian Passport current or expired within the last two years, but not cancelled, International Passport must be current)
- Drivers Licence or Boat Operator Licence – Australian with photo, must be current
- Drivers Learners Permit – Australian with photo, must be current
- Firearm Licence – Victorian with photo, must be current.
- Licence to Perform High Risk Work or equivalent photo certificate of competency that is current, not expired.
- State, Territory or Federal Government Employee ID Card with photo
- Other Australian Government issued ID card with photo
- Photo Identity Card issued by a Tertiary Education Institution must be current
- Keypass ID Card with photo, must be current or Consumer Affairs Victoria Proof of Age Card with photo
- On each day of your course, your trainer will need to sight your original Photo Identification and obtain a photocopy which will be kept on file by Seaton Training as per WorkSafe's Proof of Identity requirements. Accepted ID must contain Photo, ID Type, Number, Expiry Date, Signature and Date of Birth of Student.

Students Must

- Read this course information and the Student Information booklet supplied (also available on our web site) prior to enrolment
- In most cases you will be provided with a link that you can use to enrol into this course online.
- Supply or apply for a USI number (please see student information booklet under USI for more information)
- Ensure you bring your completed pre-study Activity Book to the course.
- Wear fully enclosed footwear such as safety boots and long pants and shirt
- Have photo ID (example Australian Drivers Licence, Passport or Proof of Age card)

For bookings

Plan B Training 

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In Partnership with



Seaton Training Pty Ltd RTO 22279
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Plan B Deliver Seaton Training's course. Seaton Training is responsible for the quality of this training and issuing student Statement of Attainment on successful completion of this training program