



**CENTRE OF VOCATIONAL EDUCATION**



# **Licence to operate a forklift truck**

**TLILIC2001**

**(Release 1)**

## Thank you for your interest in the **TLILIC2001 Licence to operate a forklift truck**

This Course Guide is designed to provide you with detailed course information to support making a decision about whether this course is the most suitable and appropriate for your career goals and individual needs.

### Course Details

- Training Package: TLI10 Transport and Logistics
- Unit Code: TLILIC2001
- Release Number: 1
- Currency: Current

This qualification reflects the role of individuals who wish to work in the transport and logistics field.

This may include students from:

- People registered with Job Recruitment Agency, to assist with employment options
- People looking to enter the workforce
- People who currently work in the industry whom are unqualified
- People currently working in the industry needing to refresh a qualification

This unit specifies the skills and knowledge required to operate a forklift truck safely.

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 arms 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 (HRW) licence.

This unit requires a person operating a forklift truck to plan the work, conduct routine checks on a forklift truck, shift loads in a safe manner, and safely shut down and secure equipment after completing operations.

### RTO

The Registered Training Organisation supporting this program and issuing the qualification is Centre of Vocational Education Pty Ltd



### Centre of Vocational Education Pty Ltd

**RTO Code:** 21386

[www.covetraining.edu.au](http://www.covetraining.edu.au)

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

[info@covetraining.edu.au](mailto:info@covetraining.edu.au)

[info@tradieticketsvictoria.edu.au](mailto:info@tradieticketsvictoria.edu.au)

03 8773 9000

Please refer to the Centre of Vocational Education Pty Ltd's *Student Handbook* available on the Centre of Vocational Education Pty Ltd website for further information.

## Target Participants

Centre of Vocational Education Pty Ltd target group is individuals who have never driven a forklift before and wish to achieve their forklift license with WorkSafe Victoria.

### Location

#### **Seaford:**

56 Bardia Ave  
Seaford, Victoria 3198

#### **Dandenong:**

5 Broadlands Street  
Dandenong, Victoria 3175

## Course Duration & Timelines

The course is delivered via a structure of pre-work followed by three workshop days including assessment as mandated by WorkSafe Victoria.

All students will be required to undertake pre-course reading to ensure an understanding of some learning content reviewed in the student contact time.

Students should allocate approximately 16 hours to read over the pre-course materials.

This course may be delivered in a different schedule but will always maintain 24 student contact hours.

## Specific Industry / Stakeholder Needs

Centre of Vocational Education Pty Ltd is an accredited training provider with WorkSafe Victoria.

Through industry engagement with WorkSafe Victoria all industry licensing requirements have been identified and implemented for this course. Specific industry needs include:

- Identification requirements;
- Mandated minimum course duration; and
- Mandated course resources used for delivery and assessment.

## Course Organisation & Delivery Modes

The course contains 1 unit of competency.

This course is limited to a maximum of six students and is delivered in the following structure:

- Mandated pre-work in a course workbook to be completed prior to workshop attendance;
- Three day workshop attendance for further theory and practical skills development; and
- Course assessment.

Participants should expect to undertake approximately 40 hours study for the course. Individual coaching sessions are available for participants in cases where additional support is required for either practical skills development or theory coverage.

## Pathways for Participants

### **Training Pathways**

Participants are not expected to have any prior training background before entering the course.

Participants completing the course may progress to other High Risk Licensing classes such as License to operate an order picking forklift truck.

Participants may also progress to undertake a full qualification in transport, warehousing or related fields at a Certificate II or III level.

*These options represent a logical pathway regardless of whether Centre of Vocational Education Pty Ltd offers the courses.*

## Employment Pathways

Participants are typically seeking employment as Forklift operators.

## Course Nominal Hours

Total of 40 nominal hours is required.

## Course Entry Requirements

As per the Australian Government Mandated National Assessment Instruments individuals must meet the following minimum requirements:

Be minimum of 17 years and 10 months old.

## Centre of Vocational Education Pty Ltd Course Admission Requirements

Individuals must meet the following minimum requirements:

- Students must reside in Victoria and provide proof of Victorian address
- Students must have physical characteristics required for effective forklift operations; and

Students must have Language, literacy and numeracy skills at ACSF Level 2.

## Language literacy and numeracy assessment (LLN)

To work in a business environment, participants must demonstrate suitable LLN skills which are assessed when applying for enrolment. The assessment relates to the Australian Core Skills Framework (ACSF) and is a required part of applying for enrolment.

Selection criteria takes into account various factors when deciding upon which participants will be offered places in the course including;

- The participants' needs and desired outcomes;
- The ability and commitment of the participant to complete the course;
- Eligibility requirements listed in the national Training Package;
- Participants existing ability in the ACSF core skills - learning, reading, writing, oral communication and numeracy;
- Any areas where participants may need additional support (e.g. if they have low English levels) and to identify whether participants' physical attributes may influence their ability to complete the training and assessment (e.g. if heavy lifting is required).

Participants are advised the minimum identification requirements must be met prior to enrolment:

- Provision of the participant's Unique Student Identifier (USI);
- Provision of Australian legal photo identification for assessment purposes.

If participants do not have a USI they can create one at [www.usi.gov.au](http://www.usi.gov.au) or ask Centre of Vocational Education Pty Ltd for assistance.

## Licensing Requirements

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

WorkSafe Victoria is the relevant licensing regulatory authority for all Centre of Vocational Education Pty Ltd HRW Training

## Participant Resources, Texts, Materials, Equipment Requirements

All resources will be provided to the student.

## Equipment

The equipment and facility requirements for this course is identified as follows:

- A suitable forklift truck that complies with AS 2359 Powered industrial trucks and is in a safe condition.
  - Associated equipment appropriate to forklift truck operations.
  - relevant workplace procedures and standards for operating a forklift truck, including:
    - approved codes of practice and guidance.
    - relevant Australian and international technical standards.
    - manufacturer guidelines (instructions, specifications or checklists) for the purpose of Performance Assessment.
    - relevant industry standards a operating procedures (where applicable).
    - safe work method statements (SWMS), as required.
- Signage.
  - Logbook, records, handbook and/or operating manuals.
  - Forklift truck attachment.
  - Traffic.
  - Permit condition requirements.
  - Suitable loads.
  - Required personal protective equipment (PPE) for the purpose of Performance Assessment.

## Fees

Course tuition fees are outlined below:

**Monday – Friday** - 3 day course

\$495.00

**Weekends** 2 day course

\$450.00

There is an additional licence fee payable to Worksafe for the Forklift Licence. For Worksafe fees please visit <https://www.worksafe.vic.gov.au/pages/safety-and-prevention/licensing/worksafe-licence-types-and-fees>

## Support Services

The design and content of this training product supports equitable access and progression for all learners. Centre of Vocational Education Pty Ltd:

- Has ensured that training and assessment processes and methods do not disadvantage individual learners; and
- Determines the needs of individual learners and provides access to any educational and support services necessary.

Delivery materials and methods may be adapted for the special needs of clients. Some examples may include enlarging print materials for vision requirements, provision of ICT equipment and support, accessing interpreter services or using individual delivery methods. A range of support services, including LL&N training, may be accessed as required for participant needs.

## Assessment Arrangements

Assessment methods may include more than one of the following:

- practical assessment
- oral questioning
- written test
- work-based activities
- simulated project based activity

The assessment process will include the gathering of evidence to demonstrate the student's competence

The Trainer will ensure all assessments are conducted in appropriate environments that are free from any OHS hazards. Where assessment includes practical skills to be demonstrated, the RTO will ensure the suitability and safety of required simulated environments.

Assessment will occur after delivery of the Unit of Competency has taken place. As this is a competency based program, assessment continues throughout the program until the student either achieves competency in the assessment tasks or a further training need is identified and addressed.

Assessors, when deeming a candidate competent, must have judged evidence collected to also have met the requirement of the Dimensions of Competency and be certain that the candidate can consistently apply and transfer the skills and knowledge covered into new work situations

Assessors are required to meet the requirements of the Standards for RTOs 2015.

No other specific unit or course requirements apply.

### **Recognition of Prior Learning (RPL) and Credit Transfer (CT)**

Centre of Vocational Education Pty Ltd offers recognition of prior Learning (RPL) and credit Transfer to all students through the enrolment process. The enrolment process provides students details of how to apply for RPL/Credit Transfer and documented policies and procedures for these processes.

Please refer to Centre of Vocational Education Pty Ltd's *Student Handbook* for further information.

### **Reasonable Adjustment**

There may be times and situations in which a participant may require 'reasonable adjustment' of the training and assessment methods implemented by Centre of Vocational Education Pty Ltd to meet their specific individual needs. These individual participant needs may include (but not limited to):

- Disability;
- Temporary or permanent injury (i.e. back injury, broken leg/arm); or
- Sight or hearing impairments.

Reasonable adjustments to the way in which evidence of performance is gathered (e.g. in terms of the information to be provided to the candidate and the type of evidence to be collected from the candidate) can only occur where the adjustments do not alter the expected performance standards for learning and assessment.

The reasonable adjustments to the training and assessment process may include a variety of modifications to the methods of delivery and assessment to assist the participant undertake the course. The adjustments may include actions such as:

- Assistance in the form of the training location to allow easier access
- Accessing relevant equipment or aids to assist the participant adjustments to the assessment methods to cater for any special needs (without effecting the integrity of the outcome)

## Course Specific Withdrawal Information

No specific withdrawal requirements are relevant for this course.

For general information about the grounds on which the participant's enrolment may be deferred, suspended or cancelled, please refer to Centre of Vocational Education Pty Ltd's *Student Handbook*.

## Next Steps!

Thank you again for your interest in this course program. Please contact Centre of Vocational Education Pty Ltd on 8773 9000 or [info@covetraining.edu.au](mailto:info@covetraining.edu.au) , [info@tradieticketsvictoria.edu.au](mailto:info@tradieticketsvictoria.edu.au) to commence the application process!

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8773 9000

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