

## WorkSafe LF Licence Course Information

**Course Name/Code:** TLILIC0003 Licence to operate a forklift truck

**Duration:** Approximately 6 hours of self-study/pre-learning (*read the Learner Guide and complete Part A of the activity book at home*) + 2 x 8 Hour Days (face-to-face training and assessment); or 3 x 8 Hour Days (face-to-face training and assessment). *We highly recommend that you read the Learner Guide and complete the activity book at home (may take approximately 6 hours) before attending 3-day face-to-face training.*

*Training and assessment day times can vary due to a number of reasons including but not limited to individual student requirements on the day of training and assessment.*

**Location:** Go Workplace Training (RTO Registration Code: 22464) has training venues in Dandenong South, Clayton, Campbellfield and Williamstown in Victoria. We also offer this course onsite.

**Dress Requirements:** Closed toed shoes and long pants. PPE: High visibility vests

The forklift truck must be a powered industrial truck equipped with a mast and elevating load carriage that complies with the AS 2359 and the state or territory regulator, and has a capacity of at least 1000kg. Forklifts may be electric, petrol, diesel or LP gas.

**Equipment Requirements:**

- A working zone for the forklift assessment of not less than 400 square metres
- Four varied loads suitable for the forklift weighing at least 250kg each (*Dynamic & non-dynamic loads must be made available*)
- Lifts onto shelving AND racking are required to be demonstrated. (*compliant racking & suitable flat surface should be made available*)
- Lift one: low level (floor level)
- Lift two: medium level (greater than 25% height capacity (approx 1.2m))
- Lift three: high level (greater than 75% height capacity (not less than 2.4m))
- Lift four: high level, drive in reverse through a chicane.

When Training and Assessment takes place at Go Workplace Training's facility, Go Workplace Training provides all equipment (including PPE) required.

**Material Required:** Go Workplace Training provides all other material including Learner Guide, workbook, reference materials, assessment paperwork and administrative documentation.

**GWPT Selection Criteria:**

There are no formal entry requirements/pre-requisites noted within the training package for this unit of competency. The RTO selection criteria includes the following:

- Participants must be at least 18 years old.
- Can use the English language at a level that enables the safe performance of high risk work.
- Students must also be able to understand the provided texts; comprehend the training in a classroom environment and be able to respond to short answer questions in English. A sample of the text and example of short answer questions are available on request. We recommend that all participants complete a Learning, Literacy, Numeracy and Digital Skills Assessment at the time of booking, and to discuss any specific learning needs at this time.

If the LLN test is not returned during the period outlined in the Confirmation Email, and the participant is assessed during the course as not meeting the LLN requirements of the course, the full course fee remains payable.

- Participants are required to have general good health and fitness and any pre-existing medical conditions that will affect the training must be disclosed prior to attending.
- To obtain a WorkSafe Licence, participants must reside in Victoria or, if residence is elsewhere, have reasonable grounds for applying for the licence in Victoria. If you do not

reside in Victoria, WorkSafe may require you to provide them with evidence of your reason for requiring a Victorian HRW Licence.

- If you are not an Australian or New Zealand citizen, or Australian permanent resident, you must ensure that your visa permits you to study in Australia.

This course has both theory and practical components. Training and assessment requirements include (for a 2-day course):

- Day 1 - Training and assessment for the unit of competency – covering the requirements of the training product, using Activity Book and associated handouts (as applicable to the course), and
- Day 2 - The final WorkSafe Victoria high risk work licence assessment, using the National Assessment Instruments (conducted after successful completion of the unit of competency).

The duration of each course & time allocated to training may vary according to the size of the class, and experience/needs of the individual students. Within the timeframe, different amounts of training will be provided for each identified student based on their specific learning needs, prior knowledge, skills and experience.

**Course Description:**

WorkSafe's approved National Assessment Instrument (licence test): Under closed book assessment conditions, students will be required to complete a:

- Written test with 61 questions, 57 answered correctly (95%)
- Calculations test with 9 questions, all answered correctly (100%).
- Practical assessment

Upon the successful completion of this course, participants will be able to operate Forklift Trucks to the WorkSafe Assessment Standards. Participants will learn how to:

- Plan out their work
- Conduct routine checks on the forklift
- Shift loads safely
- Shut down and secure the forklift after use

**Outcome:**

At the successful completion of this unit of competency requirements, participants will receive a Statement of Attainment for that unit. This is not a WorkSafe licence for the applicable licence class. Once participants successfully complete licence assessment (followed by successful completion of the unit of competency), they will receive an email from WorkSafe containing a link to access a Notice of Assessment (which acts as a temporary licence for 60 days from the original assessment day). Participants are required to lodge their Notice of Assessment on the My WorkSafe Portal or at Australia Post and pay the WorkSafe Licence fee within the 60 days from the original licence assessment day to obtain the actual Licence from WorkSafe. Competence in this unit, does not in itself result in a high-risk work licence.

**RPL/ Credit Transfer**

Individuals possessing a valid plant licence and recent operational experience (within the last 6 months) with the relevant machinery can apply for Recognition of Prior Learning (RPL) to obtain the related competency unit. Operating forklifts in Victoria requires a WorkSafe licence. Therefore, any previous experience operating this equipment without the necessary licence is not eligible for recognition. Credit Transfer is available for an equivalent unit of competency.

**Employment Pathways**

This unit has a licensing outcome and successful participants will be able to apply to WorkSafe for a Licence to operate a forklift (LF). Forklift trucks can be operated in various work settings and industries such as logistics and construction.

**Learning Pathways**

Students who satisfactorily complete this course may consider undertaking other plant licence courses. Students may also undertake other nationally recognised courses in logistics, construction, civil infrastructure or similar areas.