



WORKPLACE TRAINING - FORKLIFT

PHONE 1800 767 200

www.seatontraining.com.au
enquiries@seatontraining.com.au



TLILIC0003 Licence to operate a forklift truck

Information for Employers - This training can be successfully delivered in a Workplace, provided the employer is fully aware of their roles and responsibilities, and can provide suitable facilities and equipment. The employer must also facilitate the removal of the student from normal work duties for the training and assessment. Seaton Training will communicate with the employer prior to booking to ensure that these requirements can be met.



Course Objective

This training is delivered within the workplace via a combination of face to face training, self paced learning and on the job operation of the forklift truck and will provide students with the knowledge and experience to be assessed for a High Risk Work Licence (LF). Students benefit from being able to gain skills and knowledge over time and at their own pace. 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:

Price is paid by employer and is at no cost to students. Price is based on factors such as how many people and location, and written quotes will be provided on enquiry.

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

Other Fees:

Re-Assessment \$200.00 per person
Verbal Assessment \$ 60.00 per person

If the trainer attends the site and one or more of the students are absent, an hourly rate of \$80 will be applied to any required additional visit/s to train/assess that student/s

Depending on site location, travel costs may be charged, this will be listed in your quote if applicable.

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.

MORE INFORMATION OVER PAGE

Individual Needs

If you have an individual need that may impact your ability to do this course, please contact us prior to enrolment to discuss.

Standard Workplace Forklift Course Structure

Based on our many years experience in the industry, the standard course structure described below is our recommended workplace course.

Duration (up to maximum of 3 months)

2 Visits with self paced study and log book to be completed between visits.

Day 1 Introduction to the knowledge content and practical driving requirements (usually a four hour session)

Self Paced Learners Guides / Activity Book / Log Book of on the job Forklift operation

Day 2 Revision of Knowledge and Practical followed by Assessment.

Note: Experienced operators may not be required to complete log book if they demonstrate driving skills to the required standard on the first visit.

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.

Employers Must

- Complete documentation with a Seaton Representative to ensure the workplace meets resource requirements
- Read the course information and Student Information Booklet available on our web site or from our office.
- Make the course information / Student Information booklet available to students prior to enrolment

Students Must

- Read this course information and the Student Information booklet available on our web site or from our office prior to enrolment
- 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)
- Supply or apply for a USI number (please see student information booklet under USI for more information)

To request a quote and arrange bookings phone

1800 767 200

enquiries@seatontraining.com.au
Seaton Training Pty Ltd RTO 22279
PO Box 85 Axedale Vic 3551
(03) 5433 6223



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