



1300 789 606

TLILIC108A

## Licence to operate a Forklift Truck



### Who is the course designed for?

This course is designed for new entrants to various retail, wholesale, warehousing construction, farming etc who require licensing under the 'Standard for licensing of persons conducting high risk work' under approval from the licensing body of the relevant state or territory (WorkCover). Prior to licensing students cannot be employed as forklift operator's. Completion of this qualification is required for licensing eligibility.

The course provides a pathway to obtain a forklift licence class LF (for non-elevating operator position forklifts) and can lead onto a full qualification in Transport and Logistics (TL107). Legal limitations or pre-requisites exist on the qualification that may hamper the obtaining of a licence from the licencing authority. This qualification also provides certain competencies to obtain the LO class forklift licence. Please enquire if you are not sure what licence is required.

Students can contact the licencing authority for qualification criteria and advice. The contact phone number for WorkCover NSW is 131050.

### What does the course offer?

The program has been organised to provide students with general skills, background information and specific knowledge about operating a forklift, which is then applied in discussion, questioning, role-plays and practical application for the industry specific unit.

The program is delivered off-the-job at our main training centre in Moorebank NSW (or various other locations) and/or on-the-job at the clients premises. Training delivery combines face-to-face trainer led theory classes and practical sessions involving small group and individual activities including peer critical evaluation scenarios, questioning, role-plays and simulations.

Candidates are provided with a training manual that covers all parts of the course. Additional material will be made available during training sessions if required.

### How are students assessed?

Students will undergo a theory and practical test. Upon successful completion a 'Notice of satisfactory assessment' will be supplied to the applicant. This is valid as your license only for a period of 60 days. In this time the NSA form should be presented to an approved Australia Post office with the application form (will be supplied), as well as your proof of identity for issue of your permanent WorkCover Forklift license

The theory test requires the completion of 52 questions within 90 minutes. It is a closed book test and no outside assistance is allowed. Groups can sit for the test at one time providing there is sufficient separation. The practical test requires the completion set tasks using a compliant forklift within a period of 1 hour.

If a student has problems with written English the theory test may be given orally, but arrangements must be made at time of booking.

### **Compliant Forklift and Assessment Area (if conduct on-site).**

- Forklift is in safe operating condition and complies with the requirements of NSW legislation.
- You have the ability to stack loads to low, medium and full lift height of the forklift. i.e. pallet racking or block stacking.
- You will need to ensure that sufficient space is available for manoeuvring. It is important that loads are available that are equivalent to approximately 50% of the forklifts lifting capacity. i.e. If the forklift load capacity plate shows 1000 kg the loads for the assessment should be between 500kg and 1000kg.

### **Individual Requirements**

- Students must be over 18 years old (training may commence at 17 however the licence assessment cannot be performed until the 18th birthday).
- WorkCover appropriate photo identification must be presented on the day of assessment to confirm your date of birth, address and identity as well as other required forms. For suitable forms of identification see separate WorkCover fact sheet.
- Students will be provided with a learning record, (log book) after enrolment. This book must be completed during supervised on-the-job training. The relevant information must be recorded within and the log book must be presented on the day and forwarded to WorkCover upon successful assessment. Students are no longer permitted to operate this equipment 'on log books' unless enrolled in an approved course of training.
- PPE appropriate to your work site (or if at the training centre long sleeve shirt, pants and your work boots) must be brought to the assessment.

You will be required to pay WorkCover the necessary fee (Currently \$65.00). This fee is not part of the license assessment charge levied by Forkpro Australia.

It is recommended that application be made soon after assessment as the time for WorkCover to issue the license varies and the NSA is valid only for 60 days. In the case the interim license expires and the permanent license has not been issued, the license assessment must be conducted again with all relevant charges applying once again.

If you are unsuccessful with your assessment a period of 21 days must elapse before re-assessment can occur. An additional fee will be charged for a re-assessment.

NOTE: As an accredited assessor we must advise WorkCover NSW of the time, date and location of any assessments being conducted, as well as the type of theory assessment (written or oral) WorkCover NSW may exercise their right to have a WorkCover Officer oversee/audit this assessment process.