



1300 789 606

TLILIC208A

Licence to operate an order picking 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 operators. Completion of this qualification is required for licensing eligibility.

The course provides a pathway to obtain a forklift licence class LO. THE LO class licence is for any forklift that has an operator elevating type platform. This qualification 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.

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 organized 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 projects for the industry specific unit.

The program is delivered off-the-job at our main training centre in Moorebank NSW 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?

There is currently no RPL or RCC available for the assessment component of this UoC.

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 18 questions within 45 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 order picker 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

Checklist for clients prior to assessments

Compliant Forklift and Assessment Area

- Order Picker Forklift is in safe operating condition and complies with the requirements of NSW legislation.
- You will need to ensure that sufficient space is available and that some racking or shelving is available to lift loads from various heights including the full lift of the order picker or turret truck.

Individual Requirements

- Students must be over 18 years old
- 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 this assessment process.