

# Course Brochure



## Unit of Competency: TLID1001 Shift materials safely using manual handling methods.

### Who is the course designed for?

This unit involves the skills and knowledge required to shift loads using manual handling methods, including assessing the risks associated with relocating the load, planning the relocation process and carrying out the relocation in accordance with the plan. Work involves the application of the basic principles for the safe lifting and movement of loads when shifting materials using manual handling methods as part of day-to-day work.

This course is designed for participants already working in various retail, wholesale, warehousing construction, farming industries etc.

### Pre-requisite units

Nil

### Course requirements

Due to the duration of this course participants must already be working within industry.

Please ensure you read the pre-enrolment course conditions before deciding to enrol in this course. These are available on our website <http://forkpro.com.au/student-support>.

### What does the course offer?

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

The program is delivered 'on-the-job' at the client's premises. Training delivery combines face-to-face trainer led theory classes and practical sessions. In most cases there will be no more than 8 students in any class.

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

Forkpro Australia, as far as is practical, will ensure that employers and students are kept informed of their progress throughout the training and assessment process.

### Course outline.

- Products, goods or materials to be relocated are identified and assessed to determine appropriate relocation method
- Storage locations are determined and potential routes to be followed are identified
- Effect of load relocation on original load base is predicted
- Points of balance are estimated
- Required clearances are compared to available space and adjustments are made to moving loads to reflect required clearance
- Effects of moving contents, which may be loose, liquid, dangerous or hazardous, are considered
- Risks in potential routes are considered
- Risks to self are identified arising from the required lifting, load carrying, set down or movement of the goods
- Manual handling procedures for lifting, lowering and carrying, pushing and pulling are identified
- Team lifting processes are considered when moving loads

- Appropriate personal protective equipment is determined
- Size to weight ratio of items to be manually handled are identified
- Relocation of the load is planned, consistent with the code of practice for manual handling and in accordance with the risk assessment
- Process for relocating load is proposed including predicting and planning for potential difficulties
- Proposed process is checked for compliance with code of practice and workplace procedures
- Actions for lifting, lowering and carrying, pulling and pushing a load are in accordance with workplace procedures and WHS/OHS requirements
- Applications appropriate for team relocation of load are identified
- Team lifting tasks are coordinated
- Planned process and route are followed
- Relocated materials are set down without damage to goods, personnel or equipment and are checked for stability
- Relocation is checked to see it meets work requirements and variance/s are reported

Time investment

Experienced 4 hour + course	
Required pre-work:	Nil
In class theory training:	1.5 Hours.
In class practical training:	1.5 hours.
In class theory assessment:	1 hours.
Practical assessment	.75 hours 1-on-1
All times may vary depending on existing level of competence, pace of learning, numbers in class, etc. The trainer will adapt the course in response to these factors. For smaller groups (4 or less) the practical assessment may be done in class time.	

How are students assessed?

- Recognition of current skills and knowledge are available for component of this course.
- Students will undergo assessment via a combination of:
  - Workplace observation
  - Oral/written questioning
  - Practical exercise
- The oral/written assessment is “closed book” and no outside assistance is permitted. Groups can sit for the test at one time providing there is sufficient separation. The practical assessment requires the completion set tasks using various lifting techniques and aids.
- Within 30 days of successful completion a “Statement of Attainment” will be supplied to the student.

What if I have a disability, learning difficulties or cannot write in English?

Students enrolling in this course will need basic English language literacy and numeracy skills. It is important to evaluate these skills prior to deciding to enrol.

Support can be offered in various forms such as:

- Language Literacy and Numeracy evaluation.
- Verbal assessments.
- Additional training if required.
- Referral to support organisations.

It is best to discuss your situation prior to enrolling, as we may be able to offer a varied course structure or put in place some other strategies before enrolment. There are 2 sections of the course – training and assessment for the unit of competence. Therefore, it is important that we establish any support required before enrolment.

To discuss this please call us on 1300 789 606 or <mailto:enquiries@forkpro.com.au>.

#### Site resource requirements.

- Availability of suitable materials to be shifted (materials used in the course of work).
- You have suitable loads of various shape, size and weight.
- Suitable communication equipment/methods.
- Access and availability of relevant company procedures.
- Safe a segregated practical training and assessment area.
- Any lifting equipment is in safe operating condition and complies with the requirements of the State/Territory 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 equipment being used.
- A suitable area is required for the theory training that allows at least 1 arms length between students. The area must be sufficiently quiet, indoors and have power to run a projector.

#### Individual Requirements

- Students must provide their Unique Student identifier (see [www.usi.gov.au](http://www.usi.gov.au)).
- Suitable photo identification must be presented on the day to confirm your identity.
- PPE appropriate to your work site must be worn.
  
- NOTE: Persons residing in Australia on a STUDENT VISA cannot enrol in this course. All training for Student Visa holders must be through a CRICOS provider. See [www.training.gov.au](http://www.training.gov.au).

For the full list of requirements please refer to our pre-enrolment course conditions available on our website at <http://forkpro.com.au/student-support>

It is recommended that prospective students read the the Student Pre-enrolment Booklet available at the above web address also.

If you have any concerns or question re the pre-enrolment conditions please call us on 1300 789 606 or email [enquiries@forkpro.com.au](mailto:enquiries@forkpro.com.au). to discuss