

Course Brochure



Unit of Competency TLID1002 Shift a load using manually-operated equipment.

Who is the course designed for?

This course is designed for person already working within various retail, wholesale, warehousing construction, farming industries etc Generally, this course is usually offered for persons wishing to learn the skills and knowledge required to shift loads using manually operated equipment, including pallet jacks, trolleys etc. This unit involves the skills and knowledge required to shift loads using manually-operated mechanical equipment. It includes assessing the risks associated with relocating the load, planning the relocation process, carrying out the relocation with the aid of the equipment in accordance with the plan, and refurbishing equipment and worksite. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Pre-requisite units

Nil

Course requirements

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

Some of this equipment may require a High Risk Work Licence which will be a required pre-requisite.

Students can contact the licencing authority in your State/Territory for high risk work licence criteria and advice. The contact phone number for SafeWork NSW is 131050.

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 using manually operated load-shifting equipment such as pallet jacks and trolleys, 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 7 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 for the appropriate relocation method
- Storage location is determined
- Routes to be followed are identified
- Points of balance are estimated
- Effect of moving contents, which may be loose, liquid, dangerous or hazardous, are considered
- Risks in potential route/s are considered

- Lifting equipment to minimise potential risks is identified
- Appropriate personal protective equipment is determined and worn
- Tools, load shifting equipment and other materials are selected and checked for serviceability and defects are reported to supervisor
- Load is examined to determine condition, length, bulk and weight
- Load shifting equipment is selected in accordance with workplace procedures
- Safe procedures for using lifting equipment are identified, including the calculation of safe working load (SWL) and/or working load limit (WLL) for weight of goods to be moved
- Process for relocating load is proposed including predicting and planning for potential difficulties
- Proposed process is checked against relevant code of practice and workplace procedures for compliance
- Lifting equipment and accessories are checked for safe operation in accordance with manufacturer’s instructions and workplace procedures
- Personal protective equipment is selected and worn in accordance with WHS/OHS requirements
- Unsafe equipment is reported to appropriate personnel in accordance with workplace procedures
- Load is broken down, where applicable, to allow handling and moving a number of single items to ensure the maximum weight of 500 kg is not exceeded
- Mechanical aids and field machines are constructed, when required, by the approved shifting method, so the load can be shifted in accordance with job instructions
- Safe working limits for lifting equipment are identified and maintained
- Planned process and route are followed using equipment within necessary range of limitations
- 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 variances are reported
- Site is cleaned and cleared of debris and unwanted material
- Field machines, tools and equipment are cleaned, inspected, serviced, maintained and stored in accordance with standard procedures
- Documentation is completed in accordance with standard procedures

Time investment:

4 hour + course	
Required pre-work:	Nil
In class theory training:	1.5 Hours.
In class practical training:	1.5 hours.
In class 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 a compliant equipment such as low level order picker, walkie stacker etc.

- 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 courses where High Risk Work within the workplace is required must have English skills at a level that enables the safe performance of the High Risk Work. 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 and the final high risk work licence assessment. The trainer must ensure that students can demonstrate the required level of competence before allowing the student to proceed to the final high risk work licence assessments stage. 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>.

Resource requirements for on-site delivery.

- Compliant equipment such as a Pallet Jack and Assessment Area.
- 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 be at least 18 years of age.
- Students must provide their Unique Student identifier (see 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 brought to the assessment.
- 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.

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. to discuss

Special notes:

This course does not provide a ‘high risk work licence’.

Full RTO Details can be found at www.training.gov.au. Forkpro Australia Pty Ltd. Registration number 91514. ABN 53 613 046 441