

# Course Brochure



## Unit of Competency: TLID2013 Move materials mechanically using automated equipment

### Who is the course designed for?

This course is designed for person already working within various retail, wholesale, warehousing construction, farming industries etc. It involves the skills and knowledge required to move materials mechanically using automated equipment such as automatic guided vehicles, tow motors, high level order pickers, conveyor systems, and mechanised pallet movers. This includes selecting appropriate mechanical moving equipment (where relevant), moving materials/goods in accordance with operational requirements, checking condition of materials/goods and completing all required documentation.

### Pre-requisite units

Nil

### Course requirements

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

Some of this equipment requires a High Risk Work Licence which will be a required pre-requisite. E.g. High level Order Pickers require LO class HRW Licence.

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 moving materials mechanically using automated equipment such as automatic guided vehicles, tow motors, high level order pickers, conveyor systems, and mechanised pallet movers (walkie stackers etc), 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.

- Mechanised handling equipment, route to be taken and procedures to be used are selected appropriate to goods characteristics

- Dangerous goods and hazardous materials are identified and handled in accordance with codes of practice, WHS/OHS requirements and workplace procedures
- Hazards are identified, risks are assessed and control measures are implemented
- Goods are moved using selected materials handling equipment in accordance with WHS/OHS regulations, manufacturer instructions and workplace procedures
- Problems moving goods and materials using automated equipment are identified and reported in accordance with workplace procedures
- Relocated goods are inspected for possible damage during transit/movement and appropriate action is taken
- Appropriate documentation is completed to track moved goods in accordance with workplace procedures

Time investment:

<b>4 hour + course</b>	
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) practical assessment ma be undertaken 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 Low Level Order Picker or Walkie Stacker 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](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 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](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

#### Special notes:

This course does not provide a 'High Risk Work licence'.