



Pre - Enrolment Brochure

TLILIC0003

Licence to operate a Forklift Truck & LF Licence



Course Objective

To provide applicants with the practical skills and knowledge to safely operate a Forklift Truck in accordance with Safe Work Australia's National Standard for Licencing Persons Performing HRW. All training and assessments are carried out by our own HRW trainers and assessors certified by WorkSafe Victoria.



AET Course Entry Requirements

Applicants must be 18 years of age to undertake the training and assessment.

Students are required undertake a Language, Literacy, and Numeracy test as part of the enrolment process and must meet the LLN standard that the RTO has determined as appropriate for entry into the course (**students must have the ability to read, write, speak, and understand basic English, and understands basic mathematics which includes the use of formulas**)

All students will be required to undertake pre-course reading to ensure an understanding of the learning content that will be reviewed in the class contact time (Approximately allow 6 hours to complete)

Training Methods

Knowledge

- Face to Face Classroom, training knowledge course guide, with the use of white board, DVD's, samples of equipment, simulated workspace and or role play.
- Questioning, observation, working through student workbooks, course assessment.

Performance

- Trainer to demonstrate full hazard identification of performance area, risk controls to ensure a safe working environment.
- Demonstration of the performance criteria of the safe operation of the forklift truck tasks in accordance with the Australian Standards by trainer and student.

Booking Information

Online Booking:

www.auseasytrain.com.au

Email:

courses@auseasytrain.com.au

Phone: (03) 9706 4881

**Address: 35 Kimberly Road
Dandenong South 3175**

RTO number: 4575

Student Information Handbook:

Information and all terms & conditions available at:

www.auseasytrain.com.au



Course Outcomes

On successful completion of the unit of competency assessment applicants will be issued with a:

- Nationally Accredited Statement of Attainment

On successful completion of the High-Risk Work Licence assessment applicants will be issued with a:

- Notice of Satisfactory Assessment (NOA)

Start Time	7:45 for 8am Start.
Course Duration	2 Days, (7:45am – 4:00pm each day) • Days 1: Unit of Competency • Days 2: NAI (National Assessment Instrument) for the WorkSafe HRW Licence
Cost	\$550. (No GST) Individuals will be invoiced \$200 Deposit (Balance payable upon course commencement)
Course Content	• Plan work/task • Prepare for work/task. • Perform work/task. • Pack up
Course Fees Include	• Forklift Truck Course Learner Guide • Materials and Equipment • Training and Assessment
WorkSafe Fees	• Additional licencing fee is payable to Worksafe Victoria within 60 days of assessment online through your myworksafe account • Further information about your application and the related fees can be found on the Worksafe website: worksafe.vic.gov.au or call 1300 852 562
Location	All training and assessments will be conducted at our location at 35 Kimberly Road Dandenong South 3175 

Applicant Requirements	• Have Photo ID (i.e., Australian Drivers Licence, Passport, Proof of age card) • ID must contain photo, signature, and date of birth. • Proof of Victorian residential address • Proof of a USI Number • Complete participant enrolment form (Bring on first day fully completed) • Study course material prior to attending. • Complete Pre-Course Workbook prior to attending training course • Create a MYWORKSAFE account for licence application
PPE. (Personnel Protective Equipment)	Applicants must provide relevant PPE to participate in the course. • Steel capped safety boots • Hi-Visibility clothing/vest. • Hard hat Note: All PPE must be in good condition.
Assessment Methods	Unit of Competency Evidence • Knowledge evidence - Questions • Performance/Observation evidence Assessments are conducted as closed book NAI (National Assessment Instrument) for the WorkSafe HRW Licence • Written Knowledge & Calculation Assessment • Practical Assessment