



## Forklift Pre-Course Information

### Course Details

**Unit of Competency:** TLILIC0003 Licence to operate a forklift truck

**Cost:** \$690.00 (GST Free) – Payments must be made when booking

**Duration:** Two days + independent learner's workbook

**Time:** 7:45am – 4:30pm (please arrive 15 minutes early on the first day)

**Location:** 441 Sutton Road, Majura ACT 2609

**Mode of Delivery:** Face to face & self-paced pre-course study

### Pre-Course Requirements

- All students must have a moderate level of English language, literacy and numeracy. The assessment is written in English and a translator is not permitted in the assessment.
- Students must be at least 18 years of age.
- Any students who live outside of the ACT will need to contact Access Canberra to apply for a residential waiver to be eligible for an ACT High Risk Work Licence. It is the responsibility of the student to request this waiver to ensure they are eligible to complete the course in the ACT. We recommend that students request a waiver prior to enrolling into the course.
- We recommend that all students read the Access Canberra 'Application for High Risk Work Licence' form to ensure they are eligible to apply for a High Risk Work licence.

### What to bring

- Completed **MANDATORY** Forklift Workbook (Sutton Road Training Centre reserves the right to cancel any clients booking that arrives with an incomplete workbook).  
***\*The learner workbook will be posted out upon receipt of payment and return of completed course enrolment form.***
- Please ensure that you have supplied your **USI number**. Certificates cannot be issued to you without one. A USI number can be obtained by logging on to [www.usi.gov.au](http://www.usi.gov.au).
- One form of photo ID and one form of secondary ID – such as a Driver's Licence and Medicare or credit card.

### Lunch

The course includes a 30 minute lunch break. Students are required to bring their own lunch; however fast food outlets are located in Queanbeyan if you prefer to purchase it. Kitchen facilities are available for your use and tea, coffee and biscuits are provided.

### Clothing

- Comfortable clothing suitable for the expected weather conditions.
- High visibility clothing - You can either bring your own or borrow one of our vests.
- Steel capped boots or properly enclosed shoes.
- Some work is done outside so hats and sunscreen are advised.



### **Course Assessment**

All students must have completed the **MANDATORY** learner workbook prior to the course commencing. Students who have not completed the learner workbook will not be allowed to attempt the assessment. The assessment includes a theory exam, calculations exam and a practical assessment. Students must successfully complete the theory and calculations exams before attempting the practical assessment. Any students who are found to be 'Not Yet Competent' will be able to undertake a re-assessment at a later date.

### **Schedule**

The course is delivered over two days and includes a mix of theoretical and practical training and assessments. The course runs from 8:00am until 4:30pm but we ask that students arrive 15 minutes early to complete the registration and enrolment. The course is delivered covering the following elements:

- Introduction and course overview
- Types and classes of forklift
- Legislation
- Lateral and longitudinal instability rear end swing
- Forklift safety
- Know your forklift
- Start-up procedure
- Operation of controls & foot pedals – stopping an unloaded forklift
- Pre-start check
- Maneuvering an unloaded forklift
- Stopping a loaded forklift
- Loading and unloading
- Manoeuvring a loaded forklift
- Stopping a loaded forklift (wide and awkward loads)
- Loading and unloading (wide and awkward loads)
- Manoeuvring a loaded forklift (wide and awkward loads)
- Stacking and destacking
- Vehicle load limits and load distribution
- Loading and unloading a vehicle
- Parking
- Practice

### **Issue of High Risk Work Licence**

Students who are found competent will be issued with a Statement of Attainment by the assessor at the end of the course. **The statement of attainment and the successful assessment pass checklist must be presented to Access Canberra within 60 days to remain valid.** Access Canberra (Gungahlin or Tuggeranong) will issue a High Risk Work Licence permitting the holder to use a forklift nationally. Any students who live outside of the ACT will need to request approval for a residential waiver from Access Canberra. In these cases the individual must give justification as to why they wish to complete the course in the ACT rather than in NSW. It is the students responsibly, not the RTO's, to ensure eligibility prior to enrolling.



### **Recognised Prior Learning (RPL) – Assessment Only Option**

As the assessment for this course is regulated, there are restrictions on the availability to offer RPL for students. Only students that have held the old 'plastic' O.H.S Certification Australia High Risk Work Licence are eligible to undertake an upgrade assessment rather than completing the full course. These students must read the new training material and are then able to attempt the assessment which includes the theory exam, calculations exam and a practical assessment. In these cases students can book an individual four hour assessment which costs \$350.00.

### **Learners Rights**

Students have a right to appeal any assessment decision. In the event of a student wanting to make a complaint or appeal they will need to complete the Complaints and Appeals Recording Form. Students can obtain a hard copy of the complaints and appeals procedure from the front reception or requesting it via email.

In the event that Sutton Road Training Centre was unable to complete the delivery of any of the course, a full refund would be issued to all enrolled students.

### **RTO's obligations**

As part of Sutton Road Driving Centres obligation to the learner, we will ensure that all training is compliant with the Standards for Registered Training Organisations (RTO) 2015 and is delivered to a high standard. On successful completion of this course all students will receive a statement of attainment which meets the VET Quality Framework.

### **Booking Conditions and Cooling-Off Period**

Sutton Road Training Centre does not accept any tentative bookings and will only confirm a student's enrolment once the payment has been made. If students arrive to the course with incomplete workbooks, TISC reserves the right to cancel the students booking.

**Refund Policy** – Cancellations made up to two weeks (14 days) prior to this course commencing will receive a full refund. Any cancellations made after this time will not be eligible for any refund.

Failure to appear on the day will not attract a refund. However, TISC at their sole discretion may offer to rebook the student on a later course upon the presentation of a medical certificate for the course days that were missed.

### **Location and Parking**

We recommend that students drive to our facilities. We are located at 441 Sutton Road Majura. Sutton Road can be reached either by heading from Queanbeyan or the Canberra Airport. Our training facilities are located on the left side of the road 900m from the Sutton Rd/Pialligo Ave intersection. There is plenty of free parking for students onsite.

