

HRW (Forklift) Course

A forklift is a powered industrial truck equipped with a mast and an elevating load carriage to which is attached a pair of fork arms or another attachment. This can also include trucks on which the operator is raised with the attachment for order picking.

This training course is based on the National High Risk Licence Unit of Competence TLILIC0003: Licence to operate a forklift truck.

This unit specifies the skills and knowledge required to operate a forklift truck safely in accordance with all relevant legislative requirements. Competence in this unit, does not in itself result in a HRWL licence to operate this plant.

Forklift truck means a powered industrial truck equipped with lifting media made up of a mast and an elevating load carriage to which is attached a pair of fork arms or other attachments that can be raised 900 mm or more above the ground but **does not** include a pedestrian-operated truck or a pallet truck.

A person performing this work is required to hold a forklift truck High Risk Work Licence (HRWL).

Throughout this unit you will learn about:

- o Plan work/task
- o Prepare for work/task
- o Perform work/task
- o Pack up

Provider of Training and Assessment

This course is delivered and assessed on behalf of All States Training RTO #32577 by



OCD Training, Assessing &
Consulting



Important information prior to enrolment

Unit Being Delivered

The following unit(s) will be awarded to successful participants in this course. The certificate will be issued by All States Training RTO 32577.

TLILIC003 – Licence to operate a forklift truck

To view full unit details please visit www.training.gov.au

Course Delivery

This course will be delivered:

- In the workplace or at an OCD Training, Assessing & Consulting facility

Entry Requirements

Participants must have the physical capacity to perform the functions of using a forklift truck.

Pre-course study: Students may be required to undertake pre-course work prior to attending the face-to-face session depending on the course delivery mode.

Participants must be;

- Must be at least 18 years of age
- Must qualify for the Language, Literacy and Numeracy (LLN)
- Must have a Unique Student Identifier (USI) and, if they don't, one can be obtained from www.usi.gov.au
- Must submit three (3) forms of identification as per Appendix "A" at bottom of the page and
- Must be able to read and write English competently.

After completing the TLILIC003 Course, under the requirements of Work Health & Safety (WHS) legislation, all applicants for High-Risk Work Licence (HRWL) licences can apply for a (HRWL) licence or add a new licence class on an existing HRW Licence, at www.worksafe.qld.gov.au using the "Licensing & registration" drop down menu. From there you will need to complete the online application form.



You will need:

- LHRW Assessment Summary - AS1 form/s issued by a Queensland Accredited Assessor (this course).
- Details of your QGov/Google/Microsoft account. If you do not have one of these accounts, you can register for a QGov account during the application process.
- A valid unique email address.

You will also need the customer reference number (CRN) from one of the following Queensland Department of Transport and Main Roads (DTMR) issued licence cards:

- Driver's licence,
- proof of age card,
- marine licence indicator card, or
- industry authority card.

Course Duration (face to face)

This Course is delivered Face-to-Face and is a minimum of sixteen (16) hours spread out over two (2) days for the training of the theoretical and practical components of the Course.

A third day is required for Assessment and **MUST BE** at least three (3) workings days after the end of the Face-to-Face training days.

Assessment Requirements

Individuals undertaking this course will be expected to complete both written and practical assessment tasks.

Certificate Renewal Requirements

There are no Certificate Renewal Requirements for this Course, however, a HRWL will need to be renewed every five (5) years. If the HRWL is not renewed within twelve (12) months of expiry, a whole new course will need to be completed.

Course Fees and Payments

- Please refer to our booking calendar for individual Course Fees.
- Refund and fee protection policy – Please refer to the student handbook.
- Payment Terms – Payment for individual participants is upfront, group booking payment terms are based on agreement between the client and service provider.

APPENDIX A

Appendix 1: Evidence of Identity Requirements

A candidate must produce, and an assessor must sight, three matching, original, evidence of identity (EOI) documents before undertaking an assessment or reassessment.

An assessor must keep a copy of the EOI documents (except financial institution debit/credit card) on the candidate file. Where a financial institution debit/credit card is sighted as EOI, an assessor must make a record of the name of the financial institution, whether the card is a debit or credit card, and the expiry date.

The EOI documents must comprise either:

- One (1) Category A document and two (2) Category B documents, or
- Two (2) Category A documents and one (1) Category B document.

At least one Category A document must be photographic and show a **candidate's** full name. At least one Category A or B document must show **the candidate's signature** and date of birth.

The **candidate's details on the CAS** and those entered in the Assessor Portal must match the details on the EOI documents.

| Category A documents | Status |
|--|--|
| <ul style="list-style-type: none"> • Australian Birth / Bicentennial Birth Certificate (born in 1988) – full (not Extract or Commemorative Certificate) • Australian Citizenship Certificate / Naturalisation Certificate • Department of Immigration and Border Protection (DIBP) <ul style="list-style-type: none"> – Certificate of Evidence of Resident Status – Visa Evidence Card (with PLO56 Visa) • Queensland or Federal police officer photo identity card. | Current |
| <ul style="list-style-type: none"> • Australian passport • Australian Certificate of Identity, Document of Identity, Titre de Voyage, Document de Voyage • Foreign passport • Australian photo driver licence • Queensland Government issued photographic high risk work licence • Queensland Accreditation / Authorisation: driver/rider trainer; pilot/escort vehicle driver; dangerous goods driver; tow truck driver/assistant; traffic controller; passenger transport driver (bus, taxi, limousine). | Current or expired less than two years |
| <ul style="list-style-type: none"> • DIBP – ImmiCard; Temporary or Resident Visa; Document for travel to Australia. Note: Electronic Travel Authority (ETA) is not accepted. | Valid up to five years after issue |
| <ul style="list-style-type: none"> • Queensland Card 18+ (laminated). | Issued after 01/01/1992 |
| Category B documents – must be Australian issued documents | Status |
| <ul style="list-style-type: none"> • Australian Defence Force photo identity card (excluding civilians) • Australian Firearm Licence (with photo) • Australian Security Guard/Crowd Controller Licence (with photo) • Department of Veterans' Affairs/Centrelink Pensioner Concession Card (including Healthcare card) • Education institution student identity document (must include photo and/or signature) • Financial institution debit/credit card (must include signature and embossed/printed name) • Medicare card; Department of Human Services BasicsCard • Interstate government-issued or government-approved photo identity card. | Current |

Change of Name

If a candidate has changed their name and the name on the EOI documents is different to the name they want the HRW licence to appear in, an assessor will need to sight and retain a copy of a change of name document. The CAS and the Assessor Portal must be completed in the name recorded on the change of name document.



| Change of name documents | Status |
|---|--|
| <ul style="list-style-type: none">• Australian Marriage Certificate (ceremonial marriage certificates are not accepted)• Australian civil partnership/relationship certificate• Australian Change of Name Certificate• Australian Birth Certificate (amended and/or with notations). | Issued by relevant Registrar of Births, Deaths and Marriages |
| <ul style="list-style-type: none">• Divorce papers Decree Nisi or Absolute (must show the name being reverted to). | Issued by relevant court |
| <ul style="list-style-type: none">• Deed Poll. | Issued prior to 01/02/2004 |