

TLILIC0003 LICENCE TO OPERATE A FORKLIFT TRUCK

Course Overview

This course is designed for individuals seeking to develop skills and knowledge for the operation of a powered industrial truck equipped with a mast and an elevating load carriage to which is attached a pair of fork arms or other attachment, for licensing purposes. This definition also includes a truck on which the operator is raised with the attachment for order-picking.

Course Duration

Formal Training - 2 Days

Day 1 - Theory Training

Day 2 – Practical Training

Informal Training - 1 Day

Supervised practical (logbook hours)

As part of our service, we provide the opportunity for learners to develop the necessary practical skills required for assessment. The trainer will specify the amount of practice (log hours) required after formal training is completed and this is dependent on an individual's capability.

Note: Learners may require additional log hours to those included in the course to achieve competency. Those that require additional practice will be charged at a daily rate or hourly rate depending on their needs.

Rate – Day \$150 per day (7 hours)

Rate – Hourly \$30 per hour (up to 4 hours maximum then a daily rate is applicable)

Note: Informal Training may not happen over consecutive days depending on availability of machinery and equipment.

Topics Covered

- Plan work
- Conduct routine checks
- Shift load
- Shut down and secure forklift

Assessment

Learners cannot attempt their theory and practical assessment for the licensing outcome until formal and informal training has successfully been completed. The learner **must** complete the specified amount of log hours in their logbook and be deemed ready for assessment by their supervisor prior to assessment being scheduled. Should re-assessment be required the fee is \$500.00 payable before attempt at assessment is conducted.

Logbook Hours

A written learning record (logbook) must be completed by a trainee for high-risk work activities.

The RTO will assist the employer to identify and develop suitable evidence collection and recording methods, ensuring that the correct format and completion of the logbook is followed. The logbook must be used by the trainee and supervisor to record the informal training and operational experience obtained in the workplace irrespective of whether the training is going to be provided by workplace trainers or RTO trainers. Workplace experience in the operation of plant should be treated as informal learning for a trainee; the trainee must have already received formal training from an RTO in the use or operation of that plant.

A logbook must identify:

- formal training (conducted by an RTO), including dates
- informal learning (workplace training) including:
 - the scope of work performed by the trainee
 - the date on which the work was performed
 - the type of plant used or operated for the performance of the work
 - the date the training was completed
 - the name and number of the licence or certificate held by the person supervising the training
 - the level of informal learning deemed necessary by the supervisor for the trainee and reasons for the decision.

The information recorded in the logbook will be used by the RTO to play a part in determining the trainee's readiness for assessment, therefore entries must be legible, detailed enough to show the full experiences received and be able to be validated for authenticity by the RTO. A trainee undertaking training simultaneously on different plant must keep a separate logbook for each type of activity being sought. The logbook is an important document the trainee must keep throughout their training. It contains a record of all competencies required for the national qualification and needs to be signed by the trainee, the trainee's immediate supervisor and the assessor as each competency is achieved and kept updated at all times. The logbook divides the competencies into workplace tasks. It is essential that the immediate supervisor sign off that the trainee can do the tasks outlined in the logbook and monitors the trainee's progress on the range of tasks undertaken.

Outcome

Upon successful completion of the course the student will be issued a nationally recognised training statement of attainment for the unit TLILIC0003, Licence to operate a forklift truck.

Licensing

Under the WHS Regulation to obtain a licence, a person must be trained in accordance with the relevant unit of competency by a registered training organisation (RTO) and then be assessed as competent against the relevant assessment instrument by an accredited assessor who is approved by Workplace Health and Safety Queensland (WHSQ). The high-risk work licence for forklift truck is licence code LF.

You must complete and lodge your application for a HRW licence online at <https://raps.deir.qld.gov.au/RXP/newQldLicence/purposeOfService> within 60 days of successfully completing the practical assessment.

RPL/RCC

In some cases, students may possess skills and or knowledge in the course content. CCT will assess your eligibility for RPL/RCC. Information on RPL/RCC can be found in the CCT student handbook, on our website or by contacting our office.

Entry Requirements

CCT policy requires students to be a minimum of 18 years of age prior to enrolling and attending this course due to WHS considerations and licensing requirements Pre-Requisites.

Resources Required

Students are required to wear appropriate clothing including high visibility long sleeve shirt, long pants, work boots, and hard hat during training. Machinery and equipment are supplied when training at our facility. All written material and stationery are supplied for the course. Students must provide their own food; fridges are available onsite. Tea and coffee are supplied by CCT.

Additional Information

Should you require further information on courses such as dates or costs please contact our office.

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