



## TLILIC2002 Licence to operate an order picking forklift truck

<b>Course Duration:</b>	2 days
<b>Venue:</b>	At Your worksite
<b>Investment: *</b>	\$500

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### **ENTRY REQUIREMENTS**

Participants must provide 100 points of identification and be 18 years of age or over.

Maths is a major part of the theory component and a sound understanding is essential to be able to complete this training. You must have the ability to use and understand Basic English.

Trousers, shirt and safety boots are required to be worn at each session.

### **PURPOSE**

Our two day training course is for people who have minimal or no order picking forklift operating experience.

It's an intensive, hands-on training course, with the majority of the time spent operating the equipment.

A strong theoretical and calculations component is also included that focuses on safe operating procedures.

### **WHAT WILL YOU GAIN?**

You will gain an understanding of these five critical aspects to becoming a successful order picker forklift driver/operator:

1. Pre Start Inspections
2. Controls and Dashboard orientation
3. Common activities and/or tasks for forklift driver/operator
4. Shut down procedure
5. Machine fundamentals, Safety & Emergencies

### **TRAINING**

The Training will be delivered by an experienced and qualified trainer, face to face.

The training follows a specifically prepared course session plan and utilises materials such as participant guides, review questions, and practical demonstration and tasks.



## ASSESSMENT

Mandated national assessment tools are used and include Theory, Calculations and Practical Assessments

## WHAT WILL YOU RECEIVE?

On successful completion of the program you will receive a Statement of Attainment for TLILIC2002 Licence to operate an order picking forklift truck

This program is nationally recognised.

You will receive an interim High Risk Forklift licence, in which you must lodge at a Service Tasmania outlet within 60 days. you will also need to pay them the prescribed fee.

## RECOGNITION OF PRIOR LEARNING

### Experienced Persons

- If you have at least 50 hours experience as an order picker Forklift truck operator and do not have a high risk work licence, (Evidence must be provided in the form of a log book or Statutory Declaration) or
- Have undertaken order picker Forklift truck training but did not get your high risk work licence

We have a program especially designed to recognise your prior learning (RPL) and thus allowing you to undertake the course over a shorter period. Please contact the office for further information.



## TERMS AND CONDITIONS

### **Payment of Fees/Refunds: What if you Cancel/Transfer, What if we Cancel/Transfer?**

#### **Payment of Fees**

Fees are required to be paid prior to the commencement of courses. A deposit of 50% of the course fee is payable at time of enrolment with the balance payable prior to the commencement of the course.

#### **Our Cancellation/Transfer**

Whilst we always endeavor to run scheduled courses we reserve the right to cancel or defer a course.

- In the event of occurring cancellation all fees can be refunded or you may elect to transfer to a course that will run at a later date.
- **Your Cancellation/Transfer**
- If you are unable to attend a course, you may elect to re-schedule for that course, but only within 14 days of the original course date.
- We will only allow two (2) such transfers before an administration fee equivalent to 50% of the course fee value will be charged.
- If you cancel more than seven days prior to the course you may request to have any monies paid refunded in full or you may elect to be transferred to an alternative course with an administration fee adjustment.
- If you cancel less than seven days prior to the course you will be charged a 50% (course fee) cancellation fee.
- Should you not attend training/assessment a 100% cancellation fee, or loss of deposit, will apply.

#### **Refunds**

All applications for refund must be made in writing using the F003-Refund Request Form. This form will then be provided to the Training Manager, or their delegate who will consider the request in line with the RTO's policy and procedure.

You will need to attach supporting evidence (e.g. Doctor's Certificate / hardship) as is deemed appropriate with the written request.



## PRE ENROLMENT INFORMATION

For pre enrolment information please request a copy of the Onroad Offroad Training Student Handbook for information concerning training and assessment processes, access and equity matters, recognition of prior learning, LLN issues, responsibility of students, certificates and qualifications, government funding subsidies, appeal processes and confidentiality of student information.

**For further information and course dates, please contact  
1300 732 377 (8:30 – 5:00 Monday to Friday)**

Document Name and Number:	Version and Date:	Responsible Person:	Purpose and Comments:
Order Picker Course Information	Jan 2017/V3	Training Manager	Ensure compliance with Standards for Registered Training Organisations (RTOs) 2015. Standard 4



## High Risk Licences 100 points of Identification

**Please note if you do not have 100 points of Identification, you are unable to sit the licence assessment.**

A person must provide a minimum of three original documents (not photocopies) - **EITHER** one document from category A plus two documents from category B **OR**

Two documents from Category A plus one document from Category B.

- Australian Birth Certificate (not an extract or commemorative certificate)
- Australian Citizenship Papers
- Australian Passport/ Visa Overseas Passport/Visa
- Department of Immigration & Multicultural Affairs issued travel documents, including a Visa
- Department of Immigration & Multicultural Affairs issued Certificate of Evidence of Residential Status
- Firearm Licence
- Australian Photo Driver Licence

### Category B – Evidence of Use of Identity

- Medicare Card
- Plastic Bank or Credit Card, with signature
- Tertiary Student Identity Card
- Department of Veterans' Affairs / Centrelink Pensioner Concession card
- Births, Deaths & Marriages Change of Name Registration / Marriage Certificate (not a church or celebrant document) or Deed Poll.
- Security Guard/Crowd Controller Licence
- Government issued Personal Photo ID Card