



RIIHAN309E Conduct telescopic materials handler operations

Course Duration: Three days

Venue: **OnRoad OffRoad Training Complex**
24 Jackson Street, Glenorchy TAS 7010

Investment: * \$750.00

ENTRY REQUIREMENTS

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

Sound verbal and written comprehension of the English language is mandatory.

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

PURPOSE:

Our three day training course is for people who have minimal or no telescopic materials handler operating experience.

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

A strong theoretical 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 telescopic materials handler driver/operator:

1. Pre Start Inspections
2. Cabin Controls and Dashboard orientation
3. Common activities and/or tasks for telescopic materials handler 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, a workbook and practical tasks.



ASSESSMENT

Assessments will be conducted using a theory and practical assessment tool.

The assessor will inform you of each of the assessments prior to them being conducted.

WHAT WILL YOU RECEIVE?

On successful completion of the program you will receive a Statement of Attainment for RIIHAN309E Conduct telescopic materials handler operations

This program is nationally recognised.

TRAINING ON YOUR SITE?

Yes Training and assessment can be conducted on your site using your equipment following a risk assessment by the OnRoad OffRoad. Where this is the case you must also have access to the following

- Telescopic Material Handler
- Transport truck
- Fork attachment-lifting jib
- Lifting gear-slings ,tag line chains, lugs, shackles
- UHF radio-mobile phone
- Log book
- Operators manual
- PPE- hard hat, boots, vest, ear plugs
- Tag line
- Hand tools- hammer, shifter etc
- Dogman
- Safety cones and signs

RECOGNITION OF PRIOR LEARNING

An interview will be conducted with a trainer and assessor. Questions will be asked so you can demonstrate your level of competence.

You will need to supply evidence of experience in operating a dozer. This evidence of experience will need to entail the mandatory tasks of selecting, attaching and securing appropriate slings and lifting gear, shifting a load, selecting, removing and fitting attachments, transporting the machine and equipment between work sites and site clean-up

If gaps are identified, training will be conducted before undertaking assessment for these gaps.



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:
Telescopic materials handler Course Information	Feb 2017/V3	Training Manager	Ensure compliance with Standards for Registered Training Organisations (RTOs) 2015. Standard 4