



## TLILIC0003 Licence to operate a forklift truck (LF)

### Course Information

#### Objective

This course covers the skills and knowledge required to safely operate a forklift truck in accordance with all relevant legislative requirements. Forklift truck means a powered industrial truck equipped with lifting media made up of a mast and elevating load carriage to which is attached a pair of fork arms or other attachments that can be raised 900mm 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 (LF) high risk work licence (HRWL).

This is a nationally recognised training course and successful completion will lead to the issuance of a Statement of Attainment in TLILIC0003. However, competence in this unit, does not in itself result in a high-risk work licence to operate this plant. (Please see Licensing information below).

This unit replaces and is equivalent to TLILIC2001.

#### Who should attend?

This course is suitable for individuals who are required to operate a forklift truck and to plan, prepare and perform work/tasks, including conducting routine checks, setting up, operating, shutting down, securing a forklift truck and packing up the work area.

#### Prerequisites

There are no pre-requisites units required for enrolment in this course.  
Candidates must be 18 or over at commencement of this course.

#### Licensing/Regulatory information

This unit is based on the National Standard for Licensing Persons Performing High Risk Work. On successful completion of this unit you will receive a Forklift Truck High Risk Work Licence (LF), which will be issued by Worksafe WA. For further information on high risk work licensing requirements please visit WorkSafe WA <https://www.commerce.wa.gov.au/worksafe/what-high-risk-work-licence>.

#### Language, literacy and numeracy (LLN) requirements

Successful completion of this course requires you to have reasonable levels of language, literacy and numeracy (LLN) ability. Specifically, you will be required to use verbal communication skills to communicate with others in the workplace, literacy skills to read and interpret workplace documents, writing skills to prepare simple reports and complete maintenance records, and numeracy skills to perform calculations and interpret numerical information.

*Please note that all assessments for this unit must be conducted in the English language. The use of an interpreter is not permitted.*

Samples of the course LLN requirements are available from our Administration team.

**Recognition of Prior Learning (RPL)**

Systems are in place for RPL pathways. For more information contact our Administration team regarding eligibility.

**Estimated duration**

1-day duration (approx. 8 hours)

**Expected mode of delivery**

This course is conducted via face-to-face workshop in an on-the-job or off-the-job environment. Learners participate in classroom-based theory presentation and discussion, learning and assessment before undertaking practice opportunities followed by practical assessments. All theory and practical learning and assessment activities are completed within the workshops. There is no pre-reading, external course work or work placements required. Candidates are provided with a comprehensive Learner Guide for reading and note taking.

**Assessment**

All assessments are carried out using assessment instruments and instructions endorsed by WorkSafe WA. The written/oral WorkSafe WA assessment must be completed before the practical assessment is completed. Assessment activities include the following:

- Theory knowledge test (written or oral)
- Calculations assessment (must be answered in writing)
- Performance of the following practical activities including:
  - Hazard identification and risk controls
  - Prestart safety check of the forklift
  - Start up safety checks
  - Operate the forklift of the full range of its capability (safe moving of loads)
  - Shut down and secure the forklift

For further information on the assessment requirements please contact our Administration team.

**Course fees**

On request.

**Funding**

You may be eligible to claim up to 80% of your course cost through the Building and Construction Industry Training Fund (BCITF). To find out if you are eligible please call BCITF on 9244 0100 or ask our staff.

Please note that Tom Price and Sons is not a VET FEE Help provider.

**Course content**

The following provides a summary of the course content. If you require further detail, please contact our Administration team:

- WHS legislation, Australian and industry standards, codes of practice and guidelines
- workplace procedures and work plan
- hazard identification and risk management including traffic management and setting up an exclusion zone
- work area operating surface suitability
- worksite communication procedures and devices
- forklift truck characteristics, capabilities, manufacturer requirements and instructions

- factors that can impact on the operation of a forklift
- safe use and stability of different types of attachments
- prestart and post start operating checks, parking and shutdown procedures
- safe operation and monitoring forklift truck operating using minimum 250kg dynamic and non-dynamic loads
- problems and appropriate response procedures to unplanned and/or unsafe situations and equipment faults
- identifying, isolating, tagging out and reporting defective equipment
- refuelling and recharging forklift
- recording, reporting and maintaining workplace information

**Frequently asked questions**

*Q. Can I do this course in my workplace?*

A. This course can be delivered at TPS or at a worksite. On site training and assessment must be organised through a workplace supervisor to ensure that all the required materials and a suitable working area is made available to suit the assessment and workplace. All assessment will be conducted under standard and authorised work practices, timelines, safety requirements and environmental constraints. Contact our Administration team for more information.

If you have any questions or require further detail on this course, please contact our TPS Administration team on 9726 0812.