



TLILIC0004 Licence to operate an order picking forklift truck (LO)

Course Information

Objective

This unit covers the skills and knowledge required to operate an order picking forklift truck safely in accordance with all relevant legislative requirements. Order picking forklift truck means an order picking forklift truck where the operator controls are incorporated with the lifting media and elevate with the lifting media. A person performing this work is required to hold an order picking forklift truck (LO) 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 TLILIC0004. However, competence in this unit, does not in itself result in a high risk work licence to operate this plant. (Please see Licencing information below).

This unit replaces and is equivalent to TLILIC2002 Licence to operate an order picking forklift truck.

Who should attend

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

Pre requisites

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 an Order Picking Forklift Truck High Risk Work Licence (LO), 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

2 days duration (approx. 8 hours each day)

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 class room 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
 - Pre start safety check
 - Start-up safety checks
 - Operate the order picking forklift of the full range of its capability (safe moving of loads)
 - Shut down and secure the order picking 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, setting up an exclusion zone and working at heights requirements
- work area operating surface suitability
- worksite communication procedures and devices

- order picking forklift truck characteristics, capabilities, manufacturer requirements and instructions
- methodology to estimate a load
- factors that can impact on the operation of an order picking forklift
- pre start and post start operating checks, parking and shutdown procedures
- safe operation of an order picking forklift and monitoring of loads
- problems and appropriate response procedures to unplanned and/or unsafe situations and equipment faults
- identifying, isolating, tagging out and reporting defective equipment
- safely recharging an order picking 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, time lines, 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.