



WISE DRIVING SCHOOL

2 Whitaker St, Yennora NSW 2161

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TLILIC0003 Licence to operate a forklift truck



Flexi course package

Standard course package

The flexi course package is a two (2) day or three (3) day training program and provides those with limited English or another learning difficulty with additional support and assistance in them gaining their qualification, the decision whether the course duration is a 2 or 3 days or longer is made after the initial interview with the participant.

The standard course package is a set two (2) day program to accommodate candidates with some previous experience and have a proficient level of English.

The unit also requires that the successful participant can perform load estimations, demonstrate lifting techniques to move a load for licensing purposes, as prescribed by the National Standard for Licensing Persons Performing High Risk Work.

This course is a **unit of competency** which is **nationally recognised** and is delivered by a Registered Training Organisation (RTO) that complies with the governing standards of quality control and quality training and assessment. This course is suitable for either the warehousing and transport or the construction industry.

It is a forklift **course** which leads up to a forklift **licence** which allows you to **operate machines** classed as "LF". Here are some **samples of these vehicles**.

To be eligible to enrol in this training program, participants must be:

- **Over 18** years of age.
- Satisfactorily complete our English and Mathematics assessment if needed. (some student may need to do the **LLN skills** review prior to enrolment (ie. language and Literacy Numeracy)
- Able to provide photographic identification of **100 points of ID** (refer to ID checklist)
- Physically **fit** and not have any physical conditions.
- A basic knowledge and understanding of the **English language**.
- Wear Work steel capped **safety shoes** and high vis clothing

The training and assessment process consists of the following steps:

1. Enrol into Wise Driving School's program
2. Be able to provide the **USI** number. (from www.usi.gov.au)
3. Completes the homework questionnaires sheet.
4. Completes **training on practical components**, includes:- Be able to **apply risk controls, work place hazards identified, pre-operation machine checks and load movements and shut down.**
5. Complete training on theory components includes **videos and written tasks**.
6. Completes the **trial assessment**. Upon proven ready, then book into the assessment (includes closed book theory written test and practical driving assessment).
7. **Oral speaking test is available** on the theory assessment.

Training is delivered **face to face at our site**.

This is a "High Risk Work" (HRW) Licence under Safe Work NSW.

Assessment is based on competency i.e. ability to perform tasks to a required standard. Assessment will be on practical Forklift truck driving, and a closed book written test.

While we can support you with the use of calculators and the principles of mathematics and some English language skills, should you needs for support or assistance exceed our skills, we will refer you to a suitable organisation to assist you further, this may be TAFE local to you.

Due to the requirements of maintaining a safe learning environment, Wise Driving School reserves the right to withdraw any participant(s) on the grounds of safety. Wise Driving School is flexible in the format and timing of learning and assessment activities to ensure that we provide every opportunity for participants to demonstrate their skills and abilities.

We can tailor the training and assessment program to assist people with learning issues and, to a more limited degree, personal issues. Our Students Handbook manual details our complaints and appeal procedure, our discipline policy, and our access and equity policy, including the contact for any Access and Equity issues.

Course outcome:- (only if deemed competent after successful assessment)

- student will be issued with a **SafeWork "Notice of Satisfactory Assessment" NSA**. This is a temporary licence valid for 60days. A copy of this NSA is required to be submitted to **SafeWork** (must be via any Australia Post) to receive the actual photo forklift licence.
- be issued a **Statement of Attainment TLILIC0003** Licence to operate a forklift truck for your resume.

Other information: To Submit this application form through Australia post will cost **\$75** (subject to change without notice). This licence is Nationally Recognised and can be used anywhere in Australia. Renewal with SafeWork is required after every 5 years.

Fees and Charges: •

Flexi course	Standard course
Cost: \$550 for full course, 3 days duration. Student can attend shorter days or more training days at an agreed price. To achieve the 3 days course, student must also complete the homework questions before arrival.	Cost:\$350 for 2 day duration. Student must complete questions upon arrival
In this course, you are allowed one assessment. If additional re-assessment is required then it will incur additional charge of \$150.	Additional reassessment is not permitted. The complete course is required to be re-enrolled.
Oral/Speaking test on theory component cost \$100 extra.	There is no option for the oral/speaking test

- The cost includes theory and practical components. The closed book written exam contains mathematic calculations and will require student to possess reasonable written English.(we conduct verbal assessment to ensure the student is able to read/speak English, otherwise,
- Those already holding a LF ticket but are seeking a refresher training, can have their skills upgraded to the current standard. Cost is **\$66 hourly rate** training.

Our Fee and Refund policy is:

- Participants pay a **\$100 fee as a deposit** upon enrolment of a course of study.
- There is no refund of the initial fee once we have emailed the course materials or once the materials has been collected by the participant.
- Full course payment is to be made at the commencement of the course.
- A partial refund of full course paid prior to commencement may be claimed if a request is received in writing 2 days prior to course commencement. All refund will be paid within 14 days.
- The term "commencement" refers to the first program attended by the client.
- If a client commences a course, but does not complete the course, the full course fee is still payable.
- **Course expiry date is 2 months** ie. the course must be completed within two months from the date of enrolment
- After the course expiry date, a **\$300** course cost applies to extend the course and this allows for **extra training and 1 test**

. We accept:

- Electronic Funds Transfer (EFT)
- Bank Cheque
- Credit Card / EPTPOS
- Cash

To Enrol, Please contact us at:

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