



SCAN, LIFT & SHIFT

TLIK2010 Use info technology devices in the workplace

TLID0020 Shift materials safely using manual handling methods

TLILIC0003 Licence to operate a forklift truck



NATIONALLY RECOGNISED
TRAINING

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JustCareers
TRAINING
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About this Course



This package covers the skills and knowledge required to safely operate a forklift truck, use RF scanning and infotechnology devices, and perform manual handling tasks within the transport and logistics industry, in accordance with relevant workplace procedures and WHS/OHS regulations.

Training also includes the skills and knowledge required to safely operate a forklift truck in accordance with all relevant legislative requirements. Participants will gain practical experience in forklift operations, including pre-operational checks, hazard identification, load handling and safe workplace practices

You will also be issued with a Notice of Satisfactory Assessment (NSA); this is an interim licence issued by the Your Relevant State Regulator's Assessor (SafeWork NSW or WorkSafe VIC) when you pass your assessment. This training and assessment is conducted in line with requirements set out in the Conditions for Conducting HRW Licence Assessments in NSW and VIC under the Commonwealth Work Health and Safety Act 2011 and Work Health and Safety Regulation 2011 and relevant applicable acts in each state.

PRE-REQUISITES

There are no pre-requisites for this course.

WHAT IS COVERED IN THIS COURSE?

You will learn to:

- Assess risks associated with relocating loads
- Plan load relocations
- Relocate loads
- Identify infotechnology systems
- Access and operate computer-based equipment and systems
- Input, store and present files/data
- Implement workplace procedures for managing and securing data
- operate a forklift truck to:
 - plan for the work/task
 - prepare for the work/task
 - perform work/task
 - pack up

DURATION

This course requires attendance for 3 days of training plus 1 day for your High Risk Work (HRW) Assessment.

CAREER PATHWAYS

Completing this course can open doors to entry-level roles across the warehousing, logistics, and supply chain industries, such as:

- Warehouse Assistant
- Storeperson
- Pick Packer
- Dispatch/Receiving Clerk
- Logistics Support Officer
- Forklift Operator

It's also a great foundation for further training in logistics management, or supply chain operations.

WHO CAN DO THIS COURSE?

This course is ideal for:

- Individuals seeking to start a career in warehousing or logistics
- Job seekers wanting to boost their employability with practical, industry-relevant skills
- You must be at least 17 years of age to commence the course;
- State Regulator assessment (test) requires that you are 18 years of age;
- State Regulator assessment (test) requires that you have met all training and assessment requirements
- Have correct ID – Refer to Evidence of Identity Information Sheet for Participants of HRW Licence Assessment for your state located on the website.

WHERE IS THE COURSE HELD?

Courses are held face-to-face at one of our training facilities in NSW and VIC. Current Locations include:

NSW

- Bankstown
- Blacktown
- Newcastle

VIC:

- Sunshine West

The course may be organised for the workplace, however this can only take place once we have ensured that the area used for practical and theory training is safe and adequate. Please contact us for further details.

Course Duration & Delivery Information



FACE TO FACE CLASSES

Course Duration

This is a face-to-face course which runs for a total of 4 days. To complete this course face to face, participants will need to undertake the following:

- Attendance for 3 day of training and 1 day for your High Risk Work Assessment (LF class)
 - If you are in NSW, you must ensure you have an active Service NSW account and have applied and received your Assessment Enrolment Number (AEN), prior to attending your assessment.
- Participation in a range of theory and practical learning activities
- Apply for your HRW Licence within 60 days of successfully completing your assessment.
- NSW - Apply to service NSW for your National High Risk Work Licence (LF Class) within 60 days at a Service NSW Centre.
- VIC - Complete the online application and pay a fee at the WorkSafe VIC portal.

PLEASE NOTE: Most people will not have any additional fees. As with all courses, there are Terms and Conditions covering additional training, reassessment, and cancellations/rescheduling. Please refer to these on our website.

Outcome

The units in this course is nationally recognised. Upon successful completion of the course assessments you will be awarded a Statement of Attainment for the following unit:

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Other Important Information

ENROLMENT

In order to undertake this, course you will be required to complete our Application and Enrolment form available on the internet. This is also available from our Enrolment Officer, please call one of our friendly staff on 1300 558 241 and request an enrolment form to be sent to you.

Once you have submitted this and paid the required fees (or entered into a Payment Plan) then you will have commenced your course.

Enrolment forms and fee arrangements must be finalised prior to commencing your course. While it would be ideal to do this prior to the first day of the course, some arrangements can be made to commence after the formal and advertised start date.

You will be asked to provide some form of ID which includes a photo, name and address.

ASSESSMENT ONLY

If you have completed and attained a Statement of Attainment from an RTO and are eligible to be assessed or reassessed (reassessment fees will apply. Please contact us for requirements).

If you are in NSW:

On your scheduled assessment day, you must bring with you ONE form of Photo ID (must be the same ID used for your Service NSW account setup) and your Assessment enrolment letter sent to you from SafeWork NSW (you will apply for your AEN via your Service NSW account). Failure to provide the above mentioned will result in a reschedule of your assessment (fees and charges apply, please refer to our website for the current Terms & Conditions).

RECOGNITION OF PRIOR LEARNING (RPL)

If you feel that you already have the skills and knowledge covered in this course through prior learning, work experiences or general life skills then you may apply for RPL (Recognition of Prior Learning).

This is a process whereby you present evidence of your competency to your assessor who will then assess your evidence against the requirements of the course. Should the evidence meet the requirements of one or more units (even the whole qualification) then you may be awarded the unit(s) and not require any training or assessment. Where the evidence presented does not meet the requirements then you may apply to attempt an assessment only process to provide the required evidence or simply return to completing the required training followed by assessment. Contact us for further information about RPL assessments.

FEE INFORMATION

Fee information for this course, including payment plans available can be found on our website or from our office.

CREDIT TRANSFER (CT)

Just Careers Training recognises all Statements of Attainment and Qualification issued by other RTO's in Australia. If you have completed some units of this program previously through another training program (the same course) then you may be able to gain credits for this (Credit Transfer) and this may also shorten the requirements and the duration for achieving this qualification.

LANGUAGE, LITERACY, NUMERACY & DIGITAL REQUIREMENTS

The course is delivered in English, to be able to successfully complete the training programs participants must be able to read and write English to a sufficient standard to work with the supplied texts. Participants may also be requested to undertake a Language Literacy, Numeracy and Digital assessment.

PARTICIPANT SUPPORT & REASONABLE ADJUSTMENTS

Your trainer will provide you with classroom, telephone and email support.

Classroom Support:

Support Sessions are scheduled with the training plans. Additional sessions can be organised with the trainer.

Email support is available on support@justtraining.com.au and this form of support is unlimited and telephone support is also available by appointment. There is a limit to telephone support of up to 2 hours for each module. (30 mins max per session).

Additional phone support may be purchased. Visits to our training office or one on one training in the workplace or another suitable site may also be arranged (subject to trainer availability and for a fee).

JUST CAREERS TRAINING offers support to all Participants with their learning needs; we can tailor or adjust the training and assessment program to assist people with learning issues and to more limited degree personal issues. Any enquiries should be addressed to the staff of Just Careers Training. Should you need support or assistance beyond our skills we will refer you to a suitable organisation to assist you further.

EXTENSION FEES

You may be entitled to one free extension of up to 1 month; this request must be made in writing before the end of your 12 months. Additional extensions (or if your extension is not approved by the trainer) may be purchased at a fee of \$200 for a 2 month extension (minimum fee is \$150).

REFUNDS, WITHDRAWALS AND CANCELLATIONS

- The enrolment fee is non refundable and non transferable (to another person) once you have enrolled into our programs and you have been issued with an Enrolment Acceptance Notice (EAN) or a Confirmation email.
- Should Just Careers Training Pty Ltd not be able to deliver the intended program for any unforeseen circumstances, then options will be made available to the student including a refund or a reschedule.

WITHDRAWAL PROCESS

If you decide to withdraw from your course, then our Enrolment Officer will need to interview you to ascertain the reason and if there is any way that we can assist you in continuing your learning journey. This may include extensions of time and other available support mechanisms.

If you still want to withdraw then you will need to submit an email to our Enrolment Officer with all your details, the details of your course and your trainer and the date of withdrawal.

We will respond to your request in writing and include any outstanding fees that may apply.

ACCESS AND EQUITY AT JUST CAREERS TRAINING

We are committed to ensuring that we offer training opportunities to all people on an equal and fair basis. All participants have equal access to our training programs irrespective of their gender, culture, linguistic background, race, socio-economic background; disability, age, marital status, pregnancy, sexual orientation or carer's responsibilities. All participants who meet our entry requirements will be accepted into any of our training programs.

PRIVACY AND CONFIDENTIALITY

Just Careers abides strictly by all state and federal requirements relating to your privacy and confidentiality including the NVR Standards and the Privacy Act 1988. Your information will only be passed to relevant persons as required by law or Department of Education guidelines.

COMPLAINTS AND APPEALS

Just Careers Training has a fair and transparent complaints and appeals policy. All complaints will be dealt with in a timely manner and avenues for appeals extend to third party arbitration. Your Participant Handbook contains more information.

TERMS & CONDITIONS

Please refer to the Application / Enrolment Form and our website for this course for detailed information about the terms and conditions that apply to this course.

MORE INFORMATION

Refer to your Student Handbook or contact our Customer Service staff.



Just Careers Training Pty Ltd
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Bankstown site:

Suite 2/69 The Mall
Bankstown NSW 2200



Newcastle Site:

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Cardiff NSW 2285



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