



NATIONALLY RECOGNISED  
TRAINING

TLILIC0003

# LICENCE TO OPERATE A FORKLIFT TRUCK

**BROCHURE NSW 2025**

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**LICENCES 4  
WORK**

RTO #91413

# About this Course

Successful completion of this course, offered by Just Careers Training (RTO 91413) trading as Licences 4 Work, results in a Nationally Recognised High Risk Work licence. This course is designed to develop and confirm the skills and knowledge required to safely and effectively operate a forklift truck. On successful completion of this course you will be issued with a Statement of Attainment for the following Unit of Competency;

## **TLILIC0003 Licence to operate a forklift truck**

You will also be issued with a Notice of Satisfactory Assessment, this is an interim licence issued by the SafeWork NSW Assessor when you pass your test. This training and assessment is conducted in line with requirements set out in the Conditions for conducting HRW licence assessments in NSW under the Work Health and Safety Regulation 2011 and the Work Health and Safety Regulation 2011.

## **COURSES ON OFFER**

Courses available include the Standard, Advanced and Express Advanced Courses. ALL courses have the same outcome. That is, you will receive the same licence.

**The Standard Course** is designed for new entrants, it is also recommended for all levels of experience (will help to refresh your skills and knowledge). You will only be admitted into the Standard Course if you meet the following pre-requisites:

- You can read and understand English

You will receive your materials online on booking for this course so that you may start reading and familiarizing yourself with the knowledge required prior to arriving for your course.

The Standard course commences when you book and the time taken to achieve your licence will depend on your progress through the course. Typically this

course will take up to 40 hours and this includes; 3-4 hours of pre-attendance study, two 8-hour days for training (some assessment also takes place), some study while you wait for your Final Assessment and then up to 8 hours for the Final Assessment.

**The Advanced Course** is a condensed course and as such you will only be admitted into the advanced course if you meet the following pre-requisites:

- You have more than the equivalent of 1 year forklift driving experience in the last 3 years; AND
- You have excellent English reading, writing and comprehension; AND
- You agree to have the workbook in your pre-course pack completed before attending for your scheduled session

You will receive your materials online on booking for this course.

The Advanced Course commences when you book and the time taken to achieve your licence will depend on your progress through the course. Typically this course will take up to 30 - 40 hours and this includes; 3-4 hours of pre-attendance study and completion of a workbook, one 8-hour day for training (some assessment also takes place), some study while you wait for your Final Assessment and then up to 8 hours for the Final Assessment.



**The Express Advanced Course** is a condensed course and as such you will only be admitted into the Express Advanced course if you meet the following pre-requisites:

- You have previously held a licence (in the last 5 years) OR
- You have 2 years forklift driving experience in the last 3 years; AND
- You have excellent English reading, writing and comprehension; AND

You agree to have the workbook and the online quiz completed before attending for your scheduled session.

You will also have to complete a Language Literacy and Numeracy Assessment on arrival to the training centre.

The Express Advanced Course commences when you book and the time taken to achieve your licence will depend on your progress through the course. Typically this course will take up to 20 hours and this includes; 3-8 hours of pre-attendance study and completion of a workbook and quiz, one 3-hour training session (some assessment also takes place), some study while you wait for your Final Assessment and then up to 8 hours for the Final Assessment.

**Please Note:**

It is important that you choose the course suitable for your needs to avoid additional fees as outlined in the terms and conditions for this course.

## WHAT IS INVOLVED IN GETTING A LICENCE?

- Book your course online or by calling us on 82920111
- You will receive access to your course by email. Contact us if you require print options
- Study the pre-course materials to prepare for your course. If you are doing the advanced course then you must also complete the Student Workbook in your pre-course pack. If you are undertaking the Express Advanced course there

is an additional online quiz which you must complete correctly

- Attend for your training days/ nights (as per your booking). Standard course requires two days (or three nights) of attendance to our custom designed training facility. Advanced course participants will only need to attend for 1 day (or two nights) of training. Express Advanced Courses only include 1 night of training
- Once you have met the requirements of the course (including practice tests) then you will be booked in to undertake your SafeWork NSW Assessment on our site.
- Prior to attending your Assessment, you must ensure you have an active Service NSW account and have applied and received your Assessment Enrolment Number (AEN).
- This test takes up to a full day depending on numbers. Waiting times for assessment could be up to 10-14 days. This will also allow you to study for your assessment. If you need to operate a forklift immediately then we can arrange this if you have a suitable workplace.
- Once you have passed your SafeWork NSW test then you will be issued with a Notice of Satisfactory Assessment. This document allows you to now drive a forklift!
- You will need to attend to a Service NSW Office within 60 days to apply for your digital High Risk Work Licence (fees apply at the service centre)

**Please Note:**

Most people will not have any additional fees payable if they choose the correct course. As with all courses, there are terms and conditions covering additional training, reassessment, and cancellations / rescheduling. Please refer to these on our website.

We recommend that everyone completes the Standard Course in order to be fully prepared for their SafeWork test. If you are accepted into the Advanced/Express Course (because you meet the pre-requisites) and you do not complete the pre course work satisfactorily, then you will have to change options (fees will apply).

# What is covered in the course?

- How to determine the weight of a load
- Legal requirements for the safe operation of forklift trucks
- Forklift characteristics and capabilities (includes knowledge of load data plates and routine checking )
- Hazard identification and control
- Workplace standards, requirements, policies and procedures for working on a forklift
- Safe operating techniques
- Typical problems encountered
- Adjustments that may be made for correction where required
- Accurately interpret information relating to conducting forklift truck operations
- Operate a forklift truck safely (including all functions) to the maximum height and load capacity
- Identify hazards and assess risks associated with the operation of the forklift truck
- Put into place effective hazard prevention/control measures for the hazards identified
- Use effective communication skills at a sufficient level to communicate with other site personnel (e.g. receiving instructions, interpreting instructions, safety information and procedures)

## Important Information about Logbooks

If you are already operating a forklift using a logbook, then you may continue practicing the required skills only once you have enrolled into this course – however the hours logged prior to enrolling in our course may not be considered, and the logbook may not have enough recorded information and detail; please check with one of our trainers. It is important to note that operation of a forklift without commencing a formal course with a RTO is against the law. If you require to operate a forklift truck AFTER COMMENCING the course, we will issue you with an acceptable logbook and training plan.

## RE ASSESSMENT, COMPLAINTS AND APPEALS

Our trainers have the experiences, abilities and training to effectively assist you in your course by providing well designed training and assessment. During your training you will receive feedback about your performance including suggestions where required. You will also be informed if you are doing exceptionally well!

During training if you or your trainer feels that you require additional support, then there are options to assist you, i.e. extended duration of your course.

After assessment , should your trainer feel that after training you still require further training (due to results of the assessments in your course) or you need to be reassessed (there is one assessment completed during training and before your SafeWork NSW test) you will be informed of your options.

If you fail your licence assessment, reassessment fees and minimum waiting times also apply to reassessment. There are also time limits on completing your course. We have an effective appeals procedure, which you can find on our website, if you dispute the assessor's findings.

If you have a complaint about the course, our trainer/ assessors or anything else, then we have an effective complaints procedure, which can also be viewed on our website.



# Who can do this course?

To participate in this course;

- You must be at least 17 years of age to commence the course;
- SafeWork NSW assessment (test) requires that you are 18 years of age;
- SafeWork NSW assessment (test) requires that you have met all training and assessment requirements
- Have a service NSW account and an Assessment Enrolment Number (obtained through Service NSW) and can provide one accepted form of photo ID. Refer to the Digital HRWL Fact Sheet located on our website.

## Other important information

### WHAT DO I NEED TO BRING?

- Your pre course resources
- If you are accepted as an Advanced Course student then your completed Student Workbook.
- If you are accepted as an Express Advanced Course student then your completed Student Workbook and online quiz
- Wear long pants and a long sleeve shirt and closed shoes (preferable hard caps)
- Closed Shoes (no thongs) – preferable hard caps. You will not be admitted with open shoes.

### BOOKING AND ENROLMENT

Book online or by contacting the customer service team at Licences 4 Work. Enrolling into this course requires that you complete our enrolment form and provide sufficient identification. Once you have enrolled, then you will receive access to your resource.

### 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).

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).

### ADDITIONAL TRAINING & REFRESHER

Practical Training Only - Additional training is available at a rate of \$50 per half hour. For refresher training, contact us.

Theory Training - Additional training will depend on your needs and may attract fees of up to \$100 for a full day (also includes some practical training).

### COMPLAINTS AND APPEALS

If you disagree with the outcome of your assessment, or are not satisfied with the services of the RTO has a fair and transparent complaints and appeals procedure summarised at the end of this course brochure.

## LANGUAGE, LITERACY & NUMERACY REQUIREMENTS

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

## 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.

## ACCESS AND EQUITY

Just Careers Training abides by the principles of access and equity and offers this course to all applicants regardless of their gender, social, sexual preferences, and political and/or religious beliefs.

## FLEXIBILITY & REASONABLE ADJUSTMENT

In line with VET principles and as per the requirements set out in the relevant Training Package, there is scope for Reasonable Adjustment of the training and/or assessment requirements set out in this course.

Reasonable Adjustment in training may include the use of learning props and methodologies better suited to the individual's needs, as long as the adjustment in training method is still in line with regulator requirements. Examples of this include the use of videos and presentations, one on one training methods (for parts of the training not requiring work with other individuals) and extended training plans that exceed the standard course duration and format.

Reasonable Adjustment in assessment may include adjusting the assessment methodologies or the tools in order to cater for the needs of the participant. This may include the use of Verbal Assessment in place or written assessments and other variations allowable by the course requirements. Minimum assessment requirements have been set out by in the National Training Package and these cannot be reduced.

## PARTICIPANT SUPPORT

You will be provided with sufficient support to ensure that you attain this Skill Set. This support is limited to support offered throughout the duration of the course and the support that we can provide to you in relation to training and assessment. Support cannot change any of the course requirements. Where we cannot provide you with the support you require, we will provide you with information about where and how you can access any available services.

Your trainer will:

- Explain the course requirements, objectives and outcomes
- Present the required information in an easy to understand format
- Discuss the subject matter, answer your questions and demonstrate the skills required
- Assess you only once you feel (and he/she believes) you are ready for any final assessment
- Provide options for further training
- Provide you with options, where they exist and are allowable for reasonable adjustment to the training and/or assessment components of this course.

## FEES AND CHARGES

Refer to our website for current pricing and promotions.

## FURTHER INFORMATION

For further information about this course, please contact Licences 4 Work on (02) 82920111 (Sydney) or (02) 4954 4101 (Newcastle) or visit our websites:

**[www.licences4work.com.au](http://www.licences4work.com.au)**

**[www.licences4worknewcastle.com.au](http://www.licences4worknewcastle.com.au)**

**[www.licences4workbrisbane.com.au](http://www.licences4workbrisbane.com.au)**

**[www.licences4workperth.com.au](http://www.licences4workperth.com.au)**

**[www.licences4workmelbourne.com.au](http://www.licences4workmelbourne.com.au)**