

# Licence to operate a forklift truck

COURSE CODE	CONISS015
LOCATIONS	Portland, Hamilton, Sherwood Park (Warmambool)
STUDY MODE	On Campus, Short Course
Length	Three days
Commencement	Apply any time
Timetable	Day one includes theoretical learning. Day two includes practical demonstrations and trials. Day three includes theoretical and practical assessments.

## Course Overview

*This section gives you an introduction to what you will be learning in this course, plus course outcomes, career opportunities, and student support.*

### Introduction

Gain a licence to operate forklift trucks.

Forklift trucks are present in many workplaces because of their versatility and usefulness. This course provides you with training in how to safely operate a forklift truck. Once you have successfully completed the assessment, you will be able to apply for a Licence to Perform High Risk Work for Forklift (Class LF) through WorkSafe.

### What will I Learn?

- forklift truck regulations, standards and recommendations
- balance and stability when using a forklift truck
- forklift types, parts and attachments
- safe practical operation of a forklift.

### Course Outcomes and Career Opportunities

On successful completion, you will receive a Statement of Attainment for this course and be issued with a WorkSafe Notice of Assessment, which will enable you to apply for a Licence to Perform High Risk Work for Forklift Truck Operation (Class LF).

\$66.60 is required and payable to Australia Post for the issue of this licence.

## Course Requirements

*This section gives you an overview of entry requirements, course units and electives, skills recognition, and assessment criteria.*

### For this course, you will need to:

- provide photo ID to the trainer on the first day of the course
- bring a pen and paper
- wear appropriate protective clothing and fully covered work boots.

## Units offered

### Elective Units

Unit Code	Unit Name	Unit Hours	Unit Consumables
TLILIC0003	Licence to operate a forklift truck	40	\$0.00

## Assessment

This course involves accredited units. You will be required to complete assessment tasks to demonstrate your underpinning knowledge, skills and attributes to meet the course outcomes. A combination of written, oral and practical assessment strategies will be used in either a classroom, online or workplace environment.

Where units require demonstration of skills in a workplace environment, you will have the opportunity to do this either in your own workplace (where appropriate), through a practical placement, or by using one of the Institute's simulated workshops/classrooms. Detailed information about the types, conduct and dates of assessments will be provided in advance. You will also be provided with information about the opportunity for reassessment and appeal.

## After applying

Once you have applied for your chosen course, you will receive a thank you email from South West TAFE with a few steps to help process your enrolment.

### Complete a Pre-Training Review

You will receive an email to complete a Pre-Training Review online evaluation. This evaluation helps us tailor your training to suit your needs.

### Create or provide a Unique Student Identifier (USI)

A USI is a nationally recognised reference number that provides an online record of your training qualifications gained in Australia.

[Create your USI](#)

Already have a USI but can't remember it? [Find your USI](#)

### Skills recognition

If you have experience or prior qualifications, you may be eligible to apply for [recognition of prior learning](#) and gain credits. You will be asked to provide any relevant Statement of Attainment to support identified credits.

## Fees

*This section gives you an overview of course fees, subsidies, and how they can be paid.*

## Fees

**This course is fee free** and is exempt from the usual Government-subsidised eligibility criteria.

You may undertake up to three [construction industry skill set courses](#) for free.

## Resource and/or materials costs

Some courses require specific resources or materials necessary for your study eg: tools of the trade, excursions, etc. Final costs will be determined upon enrolment.

## How do I pay my fees?

Once we have processed your enrolment form, you will receive an email with your invoice.

You have [three options when organising your payment](#):

1. [Upfront payment](#) - can be made over the phone with EFTPOS
2. [Payment plan](#) - can be directly debited from your bank account, debited from your Centrelink payments or via a [VET Student Loan](#) (for diploma or advanced diploma courses only)
3. [Paid by employer, school or job network agency](#) - if your fees are being paid by your employer, school or job network agency, you will need to complete an Authority to Invoice form.

Payments will need to be arranged within five(5) business days of receiving the email containing your invoice.

We also offer a range of [scholarships](#) each year which you may be eligible to apply for to assist with course fees.

## Next Steps

*Ready to take the next step? Here you can make an enquiry, attend an information session or begin the application process.*

## How to apply

There are [five simple steps to apply for a course](#) with us.

1. **Apply** - [complete a short online application form](#). Once this form is submitted we'll send you a thank you email.
2. **Get ready** - your thank-you email will contain links to a pre-training review, to a unique student identifier and to government-subsidised training eligibility.
3. **Chat with your teacher** - your teacher or course specialist will contact you about your Pre-Training Review outcomes and additional course information.
4. **Enrol** - after chatting with your teacher, you will receive an email with your enrolment form and a link to verify your identity.
5. **Sign** - once you've completed your enrolment, you will receive a declaration form to review and sign.

If need any assistance with applying, [contact our Customer Service team](#) on 1300 648 911 or [visit your nearest campus](#).

## Careers and Course Advice

Not sure which course is right for you? South West TAFE will help you find your way.

Our Careers Coaches at the [Skills and Jobs Centre](#) is here to support you. Whether you're exploring career options, transitioning from school to the workforce or looking to study after school we're here to help you.

## Student Support

As a SWTAFE student, you can access a variety of support services that will enhance your study experience and help you complete your studies successfully. For more information about any of these services, [visit our student page](#).