

# LICENCE TO OPERATE A FORKLIFT TRUCK

UNITS FROM CONISS015 | COURSE CODE CONISS015 | COURSE TYPE Accredited Short Course | RTO 3097

## Overview

If you want to gain a start in the supply chain or warehousing industries, a Forklift HRW licence is a great asset. Successful course completion will see you gain a national High Risk Work (HRW) licence to operate a forklift truck which is required, by law, to operate forklifts in a safe and efficient manner. You will learn how to set up the forklift with relevant attachments as well as lift, move, lower and place loads to ensure stability and avoid hazards. You will also enhance your knowledge and experience in line with relevant legislation.

## Duration

4 Days

## Requirements

You must be 18 years old at the time of assessment to be assessed for a HRW licence. You must provide a physical photo ID on Day 1 of the course. Note that digital ID is not acceptable. Assessment must be conducted in the English language. If you require the use of a NAATI-qualified AUSLAN interpreter, contact the Transport & Logistics Department on 02 6055 6672 or email [transport\\_and\\_logistics@wodongatafe.edu.au](mailto:transport_and_logistics@wodongatafe.edu.au) as permission must be granted from WorkSafe. You are required to wear long pants of a sturdy nature, enclosed footwear and sun/wet weather protection.

There is a requirement to complete approximately 2 hours homework after Day 1.

There are NO canteen facilities available at our Logic or Shepparton campuses. A student lounge is available with coffee and tea making facilities. There are vending machines with limited options available and take-away/cafe options located close by, otherwise bring your own food and drinks when undertaking a course.

## Assessment

There are 5 components:

- Formative assessment made up of 2 components - Written Questions and Observation
- National Assessment Instrument for the HRW licence made up of 3 components - Knowledge, Calculations and Performance

## Other Information

On successful completion you will need to apply for your High Risk Work (HRW) licence to WorkSafe Victoria either online through the WorkSafe portal or by lodging your Notice of Assessment at a Victorian Post Office. You have 60 days from the time of assessment to do this otherwise your Notice of Assessment will lapse and you will be required to undertake the full Forklift course again. The cost of your HRW licence for is \$73.50 and this is payable by you at the time of application. Your HRW licence is valid for 5 years, at which time you will be required to renew it with WorkSafe Victoria. The WorkSafe Victoria website provides further information about costs applicable to renewal, transfer and variation of your HRW licence (see <https://www.worksafe.vic.gov.au/high-risk-work-licence>).

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A licence retest fee is applicable if you need to resit one or more of the assessments.

## Learning Outcomes

Operation of a forklift truck Following occupational health and safety procedures Checking and assessing operational capabilities of equipment Completion of workplace orientation/induction procedures

## Compulsory Units

TLILIC0003 - Licence to operate a forklift truck

## Certification

By successfully completing this course you will receive an AQF Statement of Attainment and HRW licence.

## Careers

Forklift operator Warehousing hand/assistant Warehouse attendant Logistics worker Distribution centre worker Manufacturing worker

## Fees

2025	Tuition	Materials	Total
Government Funded	\$240	-	<b>\$240</b>
Concession	\$48	-	<b>\$48</b>
Full Tuition	\$550	-	<b>\$550</b>

## Fees Additional Information

The student tuition fees published are indicative only and can be subject to change given individual circumstances at the time of enrolment. Funding made available to eligible individuals by State and Commonwealth Governments. If funding is utilised, this may affect future opportunities to access additional funding in the future. For more information see 'Fee information and eligibility' under the 'How to Apply' tab on the Wodonga TAFE website.