INDUSTRY SKILLS SOLUTIONS

NATIONALLY RECOGNISED TRAINING

RTO 45974

UNIT OF COMPETENCY

TLILIC0003

Licence to operate a forklift truck

Nationally recognised training with NNZMC Pty Ltd T/a Industry Skills Solutions.

DELIVERY
Online learning, then face-to-face

MINIMUM AGE
18 years and over

STUDENTS WHO ARE ASSESSED AS COMPETENT WILL RECEIVE
a Statement of Attainment

About this course

This unit specifies the skills and knowledge required to operate a forklift truck safely in accordance with all relevant legislative requirements.

Continued overleaf.

WHO DELIVERS THIS TRAINING

Training and assessment are delivered by HMC Group Solutions Pty Ltd on behalf of NNZMC Pty Ltd T/a Industry Skills Solutions, RTO 45974.

Delivery locations, course dates and booking: hmcgroupsolutions.com.au/forklift-training---bio and hmcgroupsolutions.com.au/forklift-training

COURSE FEES

Forklift Training (Beginner)

Dubbo	**$595.00** GST Free
Wagga Wagga	**$695.00** GST Free

Experienced Operator Pathway

Available to eligible participants with existing relevant forklift operating skills and experience. Suitability for this pathway is determined through Industry Skills Solutions' pre-training review before enrolment. Additional training may be required where identified.

Dubbo	**$485.00** GST Free
Wagga Wagga	**$585.00** GST Free

The SafeWork NSW High Risk Work Licence application fee is not included in the course fee and is payable separately to SafeWork NSW/Service NSW.

RPL pricing is subject to an assessment of the candidate.

Please refer to NNZMC Pty Ltd T/a Industry Skills Solutions RTO 45974 Student handbook for information on fees.

Payment terms, refunds, cancellation and withdrawal are set out in the RTO Fees and Refunds Policy.

SCAN
Student Handbook, policies and forms
industryskillssolutions.com.au/RTO-Policies

SCAN
Full course details on training.gov.au
training.gov.au/training/details/TLILIC0003/unitdetails

ABOUT THIS COURSE, CONTINUED

Competence in this unit, does not in itself result in a HRWL licence to operate this plant.

Forklift truck means a powered industrial truck equipped with lifting media made up of a mast and an elevating load carriage to which is attached a pair of fork arms or other attachments that can be raised 900 mm or more above the ground, but does not include a pedestrian-operated truck or a pallet truck.

A person performing this work is required to hold a forklift truck High Risk Work Licence (HRWL).

This unit requires a person operating a forklift truck to:

· plan for the work/task

· prepare for the work/task

· perform work/task

· pack up

Licensing/Regulatory Information

Legislative and regulatory requirements are applicable to this unit of competency.

This unit is based on the licensing requirements of Part 4.5 of the Model Work Health and Safety (WHS) Regulations and meets Commonwealth, State and Territory HRWL requirements.

The National Assessment Instrument (NAI) is the mandated assessment for the HRWL to operate the relevant licencing class as detailed in this unit.

DELIVERY AND SCHEDULE

Forklift Training (Beginner)

Step 1: Enhanced Online Learning (2 - 4 hours) - Completed at your own pace, prior to the face-to-face training sessions.

Step 2: Face-to-face training and assessment (2 days)

Step 3: SafeWork NSW High-Risk Work Licence Assessment (1 day)

Experienced Operator Pathway

Step 1: Enhanced Online Learning (2 - 4 hours) - Completed at your own pace, prior to the face-to-face training session.

Step 2: Face-to-face training and assessment (1 day)

Step 3: SafeWork NSW High-Risk Work Licence Assessment (1 day)

Other delivery options may be available, including face-to-face only. Contact us today.

ENTRY REQUIREMENTS

An individual undertaking this course with NNZMC Pty Ltd, trading as Industry Skills Solutions, will need to demonstrate the following to be eligible for entry:

- ✓ Participants must be 18 years and over
- ✓ Identification: Candidates must meet SafeWork NSW proof-of-identity requirements. Before the HRWL assessment, candidates must obtain a SafeWork NSW Assessment Enrolment Number (AEN) through their MyServiceNSW Account and bring their AEN and acceptable photo identification to the assessment.
- ✓ A Unique Student Identifier (USI) Number. This is required prior to enrolments being processed. To obtain a USI number, please go to **www.usi.gov.au** to register.
- ✓ Online study: Students must have access to a computer, smartphone, tablet or other electronic devices with access to the internet to complete the online/ pre-course studies. Attendees must have completed their own online pre-course work (if applicable) prior to attending the face-to-face training day. If any applicant has not completed the online pre-course work, they will be unable to attend the session. This may incur further charges or cancellation fees.
- ✓ Participants must have the physical capability to be able to meet the demands of the practical skills demonstration;
- ✓ Participants must wear enclosed shoes/safety shoes and comfortable/practical clothing
- ✓ Language, literacy and numeracy requirements - students must be able to read and correctly interpret required documentation relevant to Forklift Operations, speak clearly and unambiguously in English, explain, describe and verify sometimes complex needs and issues and understand the risk assessment requirements. Writing is required to the level of completing workplace forms and producing any required reports. Numeracy is required to the level of being able to correctly calculate total load weights. ** Please note: SafeWork NSW conditions require students to complete the summative assessment in plain English **

- Digital skills: students need basic digital skills to enrol and to complete any online learning, including using a computer, tablet or smartphone, a web browser and email.
- Language, literacy, numeracy and digital (LLND) assessment: every student completes an LLND assessment with Industry Skills Solutions before enrolment is confirmed, to check the course is suitable and to identify any support needed. A completed LLND assessment is valid for 12 months; returning students complete a new one after 12 months.

Enrolment is confirmed only once all entry requirements have been met.

FOUNDATION SKILLS

The language, literacy, numeracy and employment skills essential to performance, as set out in each unit of competency on training.gov.au.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency

RECOGNITION OF PRIOR LEARNING (RPL)

NNZMC Pty Ltd T/a Industry Skills Solutions RTO 45974 offers this course through a Recognition of Prior Learning (RPL) pathway. The RPL process recognises your existing experience gained through life or work for which you may not have obtained a formal qualification.

Recognition of Prior Learning does not remove the requirement to meet all applicable SafeWork NSW High Risk Work Licence assessment and licensing requirements.

RPL pricing is subject to an assessment of the candidate.

The Recognition of Prior Learning (RPL) Policy and the RPL Application Form are on our website: **industryskillssolutions.com.au/RTO-Policies**

ASSESSMENT

Individuals undertaking this course with NNZMC Pty Ltd, trading as Industry Skills Solutions, will be expected to complete verbal, written and practical assessment tasks.

For full assessment requirements go to: **https://training.gov.au/training/details/TLILIC0003/unitdetails**

In addition to the above, individuals undertaking this course must undertake the SafeWork NSW mandated assessment to obtain their HRW Licence

The SafeWork NSW mandated assessment (National Assessment Instrument - NAI) is the mandated assessment for the HRWL to operate the relevant licensing class as detailed in this unit.

LICENCE REQUIREMENTS

SafeWork NSW requirements:

You are eligible to obtain a licence if you:

- Are at least 18 years old
- Complete a recognised training course and have been assessed as competent by a SafeWork NSW accredited assessor working for the RTO
- Can use English at a level that enables the safe performance of high-risk work

** Please note: SafeWork NSW conditions require students to complete the summative assessment in plain English **

SafeWork NSW application process:

High risk work licences are applied for online through Service NSW. There are three steps.

1. Before your assessment. Apply online for an Assessment Enrolment Number (AEN) using your MyServiceNSW Account. You will need proof of identity (two documents, at least one with a photo) or your NSW Digital ID. You must be assessed within 30 days of receiving your AEN.

Apply for an assessment enrolment number · Proof of identity

2. At your assessment. Bring your AEN and photo identification to show the SafeWork NSW accredited assessor.

3. After your assessment. If you are assessed as competent, SafeWork NSW will email you a Notice of Satisfactory Assessment (NSA) with a link to apply for

your licence online. You must apply within 60 days of the date your NSA was issued, using the same MyServiceNSW Account, and pay the application fee when prompted.

Apply for a high risk work licence

If this is your first high risk work licence, SafeWork NSW will email you asking you to visit a Service NSW Centre to have your photo taken. Bring the letter from that email and one form of photo ID. Your licence card is then posted to you. While you wait, you can use your NSA (valid for 60 days from your assessment) or your digital licence.

The application fee is set by SafeWork NSW and is listed in its fee schedule .

For help, contact Service NSW on 13 77 88 or SafeWork NSW on 13 10 50.

STUDENTS WHO ARE ASSESSED AS COMPETENT WILL RECEIVE

Upon successful completion of this training course and the SafeWork NSW mandated assessment, you will receive a Statement of Attainment for the nationally recognised unit/s of competency:

TLILIC0003 - Licence to operate a forklift truck

Your Statement of Attainment will be issued by NNZMC Pty Ltd, trading as Industry Skills Solutions, RTO 45974.

Competence in this unit does not in itself result in a licence. Participants are only eligible to apply for a High-Risk Work Licence in the specific state or territory where they have:

- Completed their training, and
- Reached the age of eighteen (18), and
- Have completed the minimum logbook hours or training record, and
- Have passed the mandated national assessment instrument, and
- Have met any other state or territory work health and safety (WHS) criteria.
- A licensing fee is payable to the relevant state or territory jurisdiction for those students wishing to apply for a High Risk Work Licence (class LF).

SUPPORT, RIGHTS, COMPLAINTS AND APPEALS

Please note that enrolment to this course is made with NNZMC Pty Ltd, trading as Industry Skills Solutions, RTO 45974. Please refer to the student handbook located on the RTO website **https://www.industryskillssolutions.com.au/training** for all details relating to rights and responsibilities, including complaints and appeals.

Training support and wellbeing support services, and how to access them, are described in the Student Handbook.

Flyer issued 10 October 2026. Course code, title and description from training.gov.au, release 1 of TLILIC0003.