



RTO No: 40101



### Are You Aware

Order Picker Forklift operators require a High Risk Licence. Large penalties apply to employers and employees who use forklifts without the appropriate licence.

### Online Bookings

[www.accesstrainingcentre.com.au](http://www.accesstrainingcentre.com.au)

### ATC - Dudley Park (Head Office)

7 La Salle Street  
Dudley Park SA 5008

#### Phone

08 8169 9800

#### Fax

08 8269 1411

### ATC - Wingfield (Training Site only)

11 Rosberg Road  
Wingfield SA 5013

### ATC - Port Augusta (Regional Office)

20257 Augusta Highway  
Port Augusta SA 5700

#### Phone

08 8642 6146

### ATC - Port Pirie (Training Site only)

14 Germein Road  
Solomontown (Port Pirie) SA 5540

### Email

[enquiries@accesstrainingcentre.com.au](mailto:enquiries@accesstrainingcentre.com.au)

**Student Handbook:** Information and all Terms & Conditions available at [www.accesstrainingcentre.com.au](http://www.accesstrainingcentre.com.au)



## (LO) Order Picking Forklift Training and Assessment (2 days) High Risk Licence

TLILIC0004 Licence to operate an Order Picking Forklift Truck

### Course Objective

To assess the Student with their current skills and knowledge to undertake activities related to Order Picker Forklift Operation in accordance with the Work Health and Safety Act and Regulations (SA) 2012 as well as Safe Work Australia's National Standard for Licensing Persons Performing High Risk Work.

### Course Outline

Day 1 – Training and Assessment to TLILIC0004 Licence to Operate an Order Picking Forklift Truck (VET Unit)

Day 2 – SafeWork SA High Risk Work Licence (HRWL) Assessment

**Note:** Competency must be achieved to the VET Unit prior to commencing the HRWL Assessment. If Competency to the VET Unit is not achieved, the course will need to be extended and additional fees will apply.

It is **strongly recommended** that Students read the Training Manual prior to attending.

### Course Content

- Plan work
- Conduct routine checks
- Shift load
- Shut down and secure forklift

### Course Outcome

On successful completion of this course Students will be issued

- Statement of Attainment
- Notice of Satisfactory Assessment and Tax Invoice
- High Risk Licence (LO) issued by SafeWork SA *\*see over page*

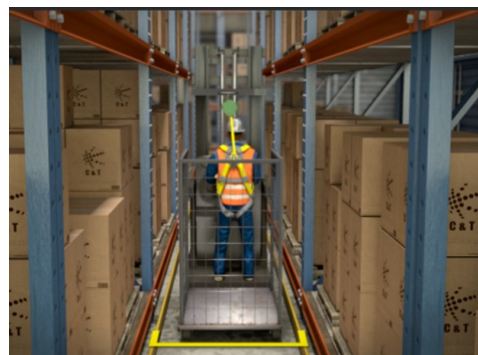
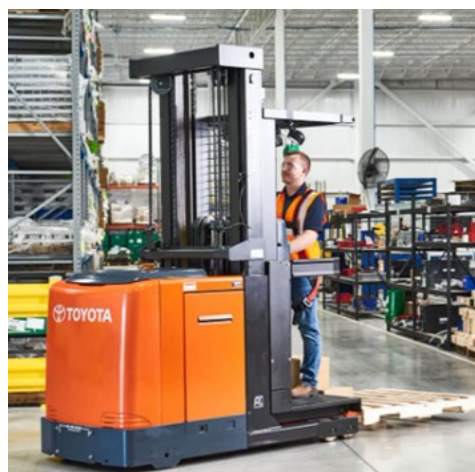
### Student Requirements

- Students must be 18 years of age to undertake HRWL assessment
- Literacy Requirements
  - \* English Language - at a level to understand Industry terminology
  - \* Reading - experience in reading and interpreting workplace related documents
  - \* Writing - experience in completing written work related documents
  - \* Numeracy - understanding weight measurements, metric conversions and basic mathematical calculations

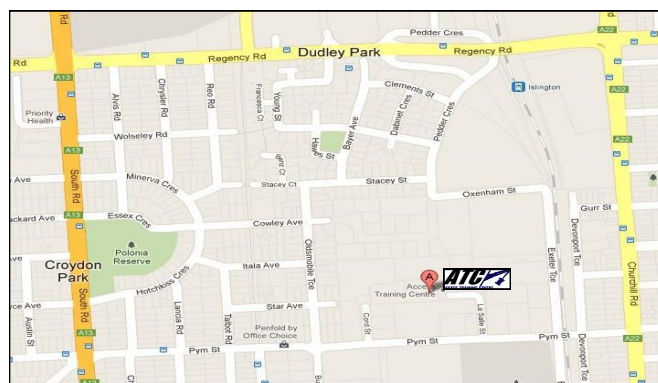
# New Online Booking System

## www.accesstrainingcentre.com.au

<b>CITB Funding Available</b>	No
<b>Nationally Accredited Training</b>	Yes
<b>Start Time</b>	7:45am for 8am start. Late arrivals will not be permitted to attend the course.
<b>Course Duration</b>	2 days 8 hours per day
<b>Mode of Delivery</b>	Face to Face
<b>Fee Includes</b>	<ul style="list-style-type: none"> <li>Order Picker Training Manual</li> <li>Training and Assessment (VET Unit)</li> <li>HRWL Assessment</li> </ul> On successful completion: <ul style="list-style-type: none"> <li>Statement of Attainment</li> <li>Notice of Satisfactory Assessment</li> </ul>
<b>SafeWork SA Fees</b>	Additional licensing fee payable to SafeWork SA within 60 days of assessment
<b>Locations</b>	<b>ATC Adelaide</b> 7 La Salle Street, Dudley Park SA 5008 - Regular Scheduled Courses - Group Bookings at client sites
<b>PPE (Personal Protective Equipment)</b>	Students must provide relevant PPE to participate in the course safely: <ul style="list-style-type: none"> <li>Wear safety footwear</li> <li>Long sleeve shirt (high visibility if available)</li> <li>Long pants.</li> </ul>
<b>Student Requirements</b>	<ul style="list-style-type: none"> <li>Have Photo ID.(I.e. Australian Drivers Licence, Passport or Proof of Age Card). ID is mandatory for certification courses and must contain photo, signature and date of birth.</li> <li>It is <b>strongly recommended</b> that Students read the Training Manual prior to attending.</li> </ul>
<b>Training at your Site Requirements</b>	<ul style="list-style-type: none"> <li>Classroom, Whiteboard and Pens, Chairs, Tables, Power.</li> <li>Order Picker in a safe, serviceable and compliant condition.</li> <li>Safe area for Order Picker Operation - as per the Student and Site Requirements Form issued by ATC.</li> </ul>
<b>Assessment Methods</b>	<ul style="list-style-type: none"> <li>Knowledge - Written Assessment</li> <li>Performance:               <ul style="list-style-type: none"> <li>Assessment by Observation</li> <li>Documented Practical Tasks</li> </ul> </li> </ul>
<b>Related Courses</b>	<ul style="list-style-type: none"> <li>Forklift – Training and Assessment (2 Days)</li> <li>Forklift Entry Level – Training and Assessment (3 Days)</li> <li>Load Restraint</li> </ul>



**Dudley Park Office Location: 7 La Salle Street, Dudley Park**



Order Picker Training and Assessment Course Information Sheet (2 Days) Last Modified 11/02/2025

*Training High Risk Professions*

Our Site - Your Site - Any Site