

Assessment

- Written knowledge test
- Demonstrated performance assessment

Venue

Global Manufacturing Group
92 Kent Street, MARYBOROUGH QLD 4650
11 Dalrymple Dr, GLADSTONE QLD 4650

Class Sizes: 5 minimum and 15 maximum

Companies making group bookings may provide an alternate suitable venue with appropriate training equipment available at their own cost if desired.

Cost / Refund Policy

Forklift Training at GMG is \$400.00 per student
Group bookings of 10 or more receive a 10% discount.

Once a booking has been confirmed and payment received, refunds are not available, however if 72 hours or more notice is given, booking and payment is transferable to another date or person.

In the event that a course is cancelled by GMG for any reason, students will be given the option of transferring to another course date or receive a full refund.

Payment Options

Cheque, money order, cash, credit card (purchase orders are accepted from businesses)

Contact Details

GMG: 07 4122 4244
Tanya Aylward (RTO Manager): 0400127859
Richard Aylward (RTO CEO): 0428 355 333

Course Elements and Performance Criteria

- 1.0 Assess and secure equipment and work area**
- 1.1 Conduct routine checks**
- 1.1.1 External check of vehicle is conducted in accordance with manufacturer's specifications or equivalent
- 1.1.2 Attachments are inspected to ensure security
- 1.2 Plan Work**
- 1.2.1 Work area is inspected to identify hazards and appropriate prevention/control measures are implemented to avoid hazards
- 1.2.2 Site/non-site personnel are safeguarded by a variety of measures including the erection of barricades and posting signs consistent with principles of the hierarchy of prevention/control
- 1.2.3 Work area is inspected to determine appropriate path of movement for loads and equipment/vehicles
- 1.2.4 Permits required to carry out job are obtained from authorized personnel
- 1.2.5 Job requirements are confirmed with relevant site personnel
- 1.3 Check Controls and Equipment**
- 1.3.1 Pre-operational and post start up equipment checks are carried out in accordance with manufacturer's specifications and /or operating manual
- 1.3.2 Defects and damage are reported according to site procedures
- 2.0 Shift Load**
- 2.1 Shift Load**
- 2.1.1 Material is shifted using appropriate equipment
- 2.1.2 Weight of load is assessed and calculated to ensure compliance with equipment and load plate specifications
- 2.1.3 Controls and levers are applied to ensure safe and effective operation of equipment
- 2.1.4 Speeds of vehicles/equipment are maintained to safe operating limits
- 2.1.5 Communications are correctly given and interpreted with co-workers and other relevant persons to ensure the application of the principles of the hierarchy of control in the coordination of work activity
- 2.1.6 Loads are placed to ensure stability of material and the avoidance of hazards on site
- 2.1.7 Emergency procedures are carried out minimizing risk to personnel
- 3.0 Secure Site**
- 3.1 Shut down equipment**
- 3.1.1 Machinery is parked avoiding equipment hazards
- 3.1.2 Shut down is conducted in accordance with manufacturer's specification to isolate vehicles
- 3.1.3 Post operational check is completed in accordance with operational procedures
- 3.2 Secure Site**
- 3.2.1 Machinery is parked avoiding site hazards



GLOBAL MANUFACTURING GROUP

Nationally Accredited Training



COURSE INFORMATION

30496QLD COURSE IN OPERATING

LOADSHIFTING EQUIPMENT

OHSCER207A

OPERATE A FORKLIFT TRUCK

RTO NO: 31844

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GMG Company Profile

Global Manufacturing Group's prime business is metal manufacturing. GMG has been established since 1982 and operates from both Maryborough and Gladstone. GMG services the infrastructure, construction, engineering, transport, mining, rail and medical industries.

GMG performs all aspects of the manufacturing process from design to delivery.

The dedicated, professional team has experience in all facets of metal fabrication and surface coatings.

GMG –Registered Training Organisation

GMG became a RTO in 2008 to provide training to our staff for relevant OHS licenses due to the increasing costs of obtaining them.

As an RTO, GMG trains students in: **30496QLD Course in Operating Loadshifting Equipment**. Successful students receive a Statement of Attainment in **OHSCER207A – Operate a Forklift Truck** and acquire their forklift license.

External companies and students can also obtain their forklift licenses through GMG. We are able to run courses at our own or other company's worksites.

Our trainers have extensive knowledge and practical experience as forklift operation is a recurrent daily task in our manufacturing factories.

GMG believes training is an investment. Becoming an RTO has enabled GMG to gain control over the quality of training being delivered and results in greater productivity, consistency, reduced breakdowns, staff retention and assists in maintaining safe and happy workplaces.



Course Outline

The unit of competency **OHSCER207A Operate a Forklift Truck** covers:

- planning the work for the prevailing working conditions
- using the controls and operating systems to manage the operation of the equipment
- locating the load and identifying load characteristics
- safely moving the load
- monitoring the controls and stopping
- shutting down and securing the equipment after the completion of operations



Course Outcome /Licensing Procedure

Successful students will be issued with:

- A Statement of Attainment
 - Assessment Summary Sheet
- (both are required to obtain licence)

Students then apply at the post office for the relevant OHS Photo Licence: LF Forklift Truck by:

- Filling out an application form
- Providing photo identification (Driver's licence, passport etc)
- paying the fee (approx \$60)
- submitting Statement of Attainment
- submitting Assessment Summary

Applications must be lodged within 60 days of being issued the Statement of Attainment & Assessment Summary or currency of competency will be void.

Course Structure

60 min
8 -12 hours

1 day
4-8 hours
40 hrs min

Student Induction/Orientation
Underpinning Knowledge and skills
(Independent off-site study)
Theory
Assessment (Written & Practical)
Supervised on-the-job training

RPL/Flexible Learning Programs

Learners who have gained competence in the operation of forklifts may be granted RPL or a Flexible Learning Program consisting of self-study and conducting the assessments at GMG or your workplace.

A valid logbook or letter/s from employer/s detailing past and current underpinning knowledge and skills and operational experience must be sighted and substantiated.

Mandatory written and practical tests are also required in accordance with the licensing/regulatory authority assessment requirements.

A fee is charged for RPL services.

Student Requirements

- Course Fee to be paid in full upon enrolment
- 18 years of age minimum(Photo ID Required)
- Steel-cap safety boots/ work boots
- Minimum level of literacy & numeracy skills

Training Kit

- Student Handbook
- Training Plan /Logbook
- Learner's Guide/Activity Booklet

Physical Resources

Students are assessed using forklifts at GMG or the students own workplace if forklift/s comply with OHS standards.