

ALL SKILLS SERVICES

RTO 21934

CONDUCT ORDER PICKING FORKLIFT TRUCK OPERATIONS

A powered industrial truck of the type where the operator's control arrangement is incorporated with the load carriage or lifting media, and elevates with it.

Conduct Order Picker Forklift Truck Operations is designed for students are both new entrants to the Transport and Logistics industry and for those who have operated a Order Picker Forklift Truck under supervision on worksites and require licensing. Order Picker Forklift Truck operations require licensing from WorkSafe Victoria. Prior to licensing students cannot be employed as a Forklift operator. Completion of this qualification is required for licensing eligibility.

The course provides a pathway to obtain a licence. Students must meet the following criteria in order to obtain a Order Picking Forklift Truck operators licence:

- Participation in course theory and practical demonstration delivered over an 8 hour period per student.
- Theory component will include completion of exam, discussion, questioning, role plays
- Observation will include operation of the excavator, in a variety of settings, meeting OH&S standards, machine operations, skills monitoring

Training and theory can be delivered off-the-job at the All Skills Services training centre, or on site at your premises. Training delivery combines face-to-face trainer led theory classes and practical sessions involving small group and individual activities.

Candidates are provided with a training manual that covers all parts of the course. Additional material will be made available during training sessions if required.

In order to gauge your understanding and competency in undertaking Order Picking Forklift Truck Operations, two forms of assessment evidence are required. These will include:

- Demonstration (of machinery)
- Questioning (Question/Answer session)
- Role Play
- Project
- Written/Verbal test (For verbal testing, please consult with your trainer)
- Completion of log book detailing work type and hours

The key areas of understanding you will need, in order to be assessed as competent by your instructor are:

- Occupational Health and Safety regulations
- Maintaining a Forklift
- Monitoring site conditions
- Theoretical knowledge
- Driving skills
- Manoeuvre the vehicle in reverse

For each participant an individualized training plan is developed in consultation with supervisors and approved and signed off by an enterprise representative.

All candidates who undertake this course are provided with advice on licensing, employment and training options in the construction sector.

For further information, please contact All Skills Services on 0425 784 122.