

FORKLIFT TRAINING ENROLMENT FORM

******STUDENTS MUST BE 18 YEARS OF AGE OR OVER TO PARTICIPATE IN THIS COURSE******

View course information here on our website: <https://accustomdrivingandtraining.com.au/forklift-licence-high-risk/>

STUDENT DETAILS

| | | | |
|----------------------------------|--|-------------|--|
| FULL NAME (AS WRITTEN ON ID): | | | |
| DATE OF BIRTH: | | GENDER: | Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/> |
| MOBILE: | | | |
| HOME PHONE: | | WORK PHONE: | |
| EMAIL ADDRESS: | | | |
| RESIDENTIAL ADDRESS: | | | |
| TOWN: | | POSTCODE: | |
| POSTAL ADDRESS: | | | |
| TOWN: | | POSTCODE: | |

USI NUMBER:

You MUST have a 10 digit **Unique Student Identifier** number to complete any accredited training from January 1st 2015. If you do not have a USI or have lost your USI please register/visit www.usi.gov.au . What is the USI? The USI is a reference ID made up of 10 numbers and letters. It allows students to access their USI account and see all of their training results from all providers. It will make it easier for students to find and collate their VET achievements into a single authenticated transcript. How do I apply if I don't have a USI? You can create your USI in 7 easy steps at the USI website. You will need to have one of the prescribed identity documents with you, such as a Driver's Licence or Medicare card. Try to create a USI: <https://www.usi.gov.au/students/get-a-usi> If already have one try find your USI: <https://www.usi.gov.au/students/find-your-usi> If you get stuck with the online process - phone USI: 1300 857 536

PLEASE NOTE: IF YOU DO NOT SUPPLY US WITH YOUR USI YOU WILL NOT BE ABLE TO PARTICIPATE IN THE COURSE AND YOUR BOOKING CANNOT BE CONFIRMED.

| | | | |
|-------------------------|--|--------------------------|--|
| EMERGENCY CONTACT NAME: | | EMERGENCY CONTACT PHONE: | |
|-------------------------|--|--------------------------|--|

PAYEE DETAILS: WORKPLACE OR EMPLOYMENT SERVICE PROVIDER

| | | | |
|------------------|--|-------------------------------|--|
| NAME & WORKPLACE | | | |
| EMAIL ADDRESS: | | | |
| MOBILE / PHONE: | | PAYMENT VIA: (PO / CC ETC) | |

BOOKING DETAILS / PREVIOUS EXPERIENCE OR LICENCE:

| | |
|---|--|
| COURSE DATE/S I WISH TO BE BOOKED IN FOR: | |
| HAVE YOU PREVIOUSLY HELD A HIGHRISK LF CLASS LICENCE? (PLEASE NOTE: You can renew a licence up to 12 months past its expiry date through Safework SA, High Risk Licence's are only current for 5 years) | |
| NO <input type="checkbox"/> YES <input type="checkbox"/> →IF YES EXPIRY DATE/LICENCE NUMBER IF KNOWN: | |
| HAVE YOU HAD ANY EXPERIENCE WITH DRIVING A FORKLIFT? | |
| NO <input type="checkbox"/> YES <input type="checkbox"/> →IF YES EXPLAIN HERE: | |
| | |

WE RECOMMEND PRACTICAL PRACTICE ON A FORKLIFT PRIOR TO ATTENDING UNDER SUPERVISION OF A LF HIGH RISK LICENCED PERSON AS PER INFORMATION ON PAGE 6 OF THIS GUIDE:

https://www.safework.sa.gov.au/_data/assets/pdf_file/0018/144513/A-guide-to-forklift-safety.pdf

LEARNING / LITERACY / NUMERACY OR SUPPORT REQUIRED?

DO YOU FEEL YOU REQUIRE ANY ASSISTANCE TO COMPLETE TRAINING?

NO YES →IF YES, PLEASE SPECIFY/EXPLAIN BELOW: (READING / WRITING / UNDERSTANDING?)

DO YOU HAVE A BASIC UNDERSTANDING OF THE ENGLISH LANGUAGE: WRITTEN, VERBAL & NON-VERBAL?

YES NO →IF NO EXPLAIN HERE:

DO YOU FEEL THAT YOU MAY REQUIRE A VERBAL TEST / WRITING SUPPORT FROM OUR TRAINER/ASSESSOR?
(PLEASE NOTE A VERBAL/WRITTEN TEST COMPLETED BY OUR TRAINER/ASSESSOR MAY INCUR EXTRA FEE'S)

NO YES →IF YES, PLEASE SPECIFY/EXPLAIN BELOW:

DO YOU HAVE ANY SPECIAL REQUEST / PERSONAL CIRCUMSTANCES YOU WISH TO ASK OF US OR BE AWARE OF?

NO YES →IF YES, PLEASE SPECIFY/EXPLAIN BELOW:

Additional Information used for statistical reporting as required by the Accreditation Body.

WHICH COUNTRY WERE YOU BORN IN?

Australia Other →Please Specify:

IS ENGLISH YOUR FIRST LANGUAGE?

YES NO →IF NO ADVISE FIRST LANGUAGE HERE:

ARE YOU OF ABORIGINAL OR TORRES STRAIT ISLANDER ORIGIN? (If relevant applicants may mark both Yes boxes)

YES Aboriginal YES Torres Strait Islander NO

DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY, IMPAIRMENT OR LONG-TERM MEDICAL CONDITION?
(nb. Medical Conditions may preclude you from undertaking some courses)

Yes Hearing/Deaf

YES Physical

YES Intellectual

YES Learning Difficulty

YES Mental Illness

YES Acquired Brain Illness

YES Vision

YES Medical Condition

NO

ARE YOU STILL ENROLLED IN SECONDARY OR SENIOR SECONDARY EDUCATION?

YES NO

WHAT IS THE HIGHEST LEVEL OF SCHOOL THAT YOU HAVE COMPLETED?

- Year 12 or equivalent
Year 11 or equivalent
Year 10 or equivalent
Year 9 or equivalent
Year 8 or lower
Never attended School

HAVE YOU SUCCESSFULLY COMPLETED ANY ADDITIONAL QULAIIFICATIONS LISTED HERE? Please Tick.

- No
Bachelor Degree
Advanced Diploma or Associate Degree
Diploma or Associate Diploma
Certificate IV or Advanced Certificate
Certificate III or Trade Certificate
Certificate III
Certificate I
Other education (including certificates or overseas qualifications not listed above. (please specify)

OF THESE STATEMENTS WHICH BEST DESCRIBES YOUR EMPLOYMENT STATUS? Please Tick.

- Full time employment
Part-time employment
Self-employed – not employing others
Employer
Employed – unpaid worker in family business
Unemployed – seeking full-time work
Unemployed – seeking part-time work
Not employed – not seeking employment
Other

OF THE FOLLOWING CATEGORIES WHICH BEST DESCRIBES YOUR REASON FOR UNDERTAKING THIS TRAINING?

Please Tick.

- To get a job
To develop, my existing business
To start my own business
To try a different job/career
To get a better job or promotion
It was a requirement of my job
I wanted extra skills for my job
To help me get into another course
Personal Interest
Self-development
Other reasons

PRE-REQUISITES / COURSE REQUIREMENTS FOR ACKNOWLEDGEMENT

Enrolment form must be completed in full prior to a booking being confirmed including providing a USI (Unique Student Identifier, 10-digit code) and a copy of current Photo ID for example: Drivers Licence, Proof of Age, Passport.
PHOTO ID WITH CURRENT ADDRESS IS REQUIRED UPON ENROLMENT
ID can be emailed along with enrolment to: accustomconsulting@gmail.com
Or clear photos text to: 0407 488 200
Please Note: This will be stored securely as per our confidentiality policy.

I HAVE INCLUDED MY ID WITH THIS ENROLMENT & ALL SECTIONS HAVE BEEN COMPLETED:

PLEASE NOTE ACCUSTOM HAS 72HOUR/3 FULL BUSINESS DAY CANCELLATION/RESCHEDULING POLICY.
WHERE A PARTICIPANT FAILS TO ATTEND OR ADVISE THE NEED TO RESCHEDULE WITHOUT NOTIFYING ACCUSTOM AT LEAST 72 HOURS (3 FULL BUSINESS DAYS) PRIOR TO THE SERVICE COMMENCING, THERE MAY BE NO REFUND OF FEES OR ABILITY TO RE-SCHEDULE THE SERVICE. ACCUSTOM ARE UNABLE TO ACCEPT RESPONSIBILITY FOR CHANGES TO INDIVIDUAL PERSONAL CIRCUMSTANCES.

If you are Late, your attendance will need to be confirmed with the Trainer and you may be turned away/position forfeited due to missing out on crucial training information.

I ACKNOWLEDGE I HAVE READ & UNDERSTAND THIS POLICY:

A component of this course will be completing some pre-learning activity questions prior to the course. This will be emailed to you upon course payment confirmation.
If you have LLN (Learning, Literacy, Numeracy) difficulties/concerns please alert us of this and submit your pre-course work 1 - 2 weeks before your course date so our trainer can mark and advise any feedback. If you do not submit your pre-course work prior to attending we have no ability to assess your LLN level to provide support/feedback prior to attending and may result in an unsuccessful attempt at this course. (Pre-Learning at the latest must be brought completed on the day of the course but at your own risk may result in feedback of re-sitting a course at another date).
If you have not completed your pre-learning activity questions prior to attending the course, you will not be able to participate in the course and will forfeit your place.

I ACKNOWLEDGE I HAVE READ & UNDERSTAND THE PRE-LEARNING ACTIVITY QUESTIONS MUST BE COMPLETED PRIOR TO ATTENDING:

PLEASE NOTE THIS COURSE IS VERY HEAVY IN THEORY/PAPERWORK
YOUR COURSE WILL CONSIST OF:

1. Pre-Course Activity Questions (Prior to attending) - 40 out of 40 must be correct to move onto completing Safework test. If any questions are incorrect our Trainer/Assessor can Verbally clarify these with students on the course date day one for correction if we don't contact students prior.
2. Powerpoint presentation/learning/question opportunities.
3. Complete Theory Safework Assessment Instrument (Test) - This is a closed book test and must be completed as per the below conditions:

Licence to operate a forklift truck

IMPORTANT

1. Candidates are required to attempt all questions in the knowledge assessment and **must** achieve a minimum pass mark of **95%** which equates to **57** correct out of **61** in order to pass this licence test. Once the candidate achieves the pass mark, they will be required to answer orally on any questions they answered incorrectly using the form provided.
2. If the candidate did not achieve the pass mark, they will be deemed '**not yet competent**'.
3. Candidates are required to attempt and **correctly** answer **all** questions in the calculations assessment.
4. Candidates are required to attempt and satisfactorily complete all requirements of the performance assessment.
5. If candidates fail to successfully complete these requirements they will be deemed '**not yet competent**'.

Part 1: Knowledge assessment

Instructions for candidates

In this part of the assessment, you will be asked questions about how to safely and competently operate a forklift truck (a 'forklift').

The term 'WHS legislation' means the work health and safety or occupational health and safety (OHS) Acts and Regulations that apply at the time.

The assessment

1. You will have up to **fifteen minutes** of reading time. Reading time should be taken as the commencement of the assessment.
2. During this time, and any time during the assessment, you are allowed to ask questions about the meaning or interpretation of the questions contained in the assessment.
3. You **must** answer all questions without access to any learning materials or other assistance.
4. Your assessor will check your answers for completeness and readability after you have finished and ask you to explain anything that is unclear.

Multiple part questions

Some questions may have more than one part. Where this occurs, the candidate **must** answer **all** parts correctly.

Part 2: Calculations assessment

Instructions for candidates

In this part of the assessment, you will be required to complete calculation questions that relate to the operations of the forklift.

The assessment

1. You will have up to **fifteen minutes** of reading time. Reading time should be taken as the commencement of the assessment.
2. During this time, and any time during the assessment, you are allowed to ask questions about the meaning or interpretation of the questions contained in the assessment.
3. You **must** answer all questions without access to any learning materials or other assistance.
4. Candidates **MAY** use calculators. Electronic devices, such as programmable calculators, or smart devices including phones, that have the ability to store information (formulas, etc.) are not allowed.
5. You **must** answer **all** questions **correctly** and provide all formulas and workings out to show how you arrived at the answer. If you give an incorrect answer, you will be assessed as **'not yet competent'**
6. Your assessor will check your answers for completeness and readability after you have finished and ask you to review anything that is unclear.

THESE QUESTIONS MUST BE ANSWERED IN WRITING.

4. Complete Practical Safework Assessment as per below conditions:

I ACKNOWLEDGE I
HAVE READ &
UNDERSTAND THE
REQUIREMENTS OF
THIS COURSE TO
ACHIEVE A
FORKLIFT HIGH
RISK LICENCE:

Part 3: Performance assessment

Instructions for candidates

1. The performance assessment tests how well you operate a forklift truck (a 'forklift').
2. The assessor will tell you what to do.
3. If you are not sure about what you have to do, ask the assessor.
4. You cannot access any learning materials or other assistance..
5. You **must** show competence in all tasks and activities. If you do not, you will be assessed as '**not yet competent**'.

Personal protective equipment

You **must** wear the safety clothing and equipment determined by the workplace. Usually this will include:

- Safety helmet (where required)
- Appropriate footwear
- High-visibility vest or other similar clothing, and
- Other protective clothing and equipment as appropriate.

The assessor will check the availability of personal protective equipment when organising the assessment. If the right equipment is not available, you **must** not do the assessment.

IMPORTANT NOTE

If, at any time during the performance assessment, the assessor observes you acting in a way that is dangerous to yourself, others, equipment or property, the assessment will be stopped immediately. The assessor will point out the dangerous act to you and deem you **not yet competent**.

You will be assessed on five tasks. The assessor **must** provide you with a selection of equipment, adequate for the following tasks:

Task one: Hazard identification and risk control.

Task two: Pre-start safety check of the forklift (visual inspection).

Task three: Start-up safety checks.

Task four: Operate the forklift (safe moving of loads).

Task five: Shut down and secure the forklift.

5. If deemed 'not yet competent' at any of the above section's students will be advised to stop at that stage in the course & given options on when students can reattempt on a new course for a fee.
6. If deemed 'competent' at the end of your course you will be issued with certificate of competency which you must take in to a relevant post office or Services SA to have your licence issued within 60 days of completion otherwise if not submitted within 60 days students will need to resit entire course. (Please note: licence issue fee's is not included within course fee)

Please Note: Accustom Driving School & Training Centre promotes a positive, equal rights and professional environment. We welcome any feedback positive or negative so we can continue to improve on our services, or if you wish to report a complaint or breach of code of conduct we can be contacted via these methods:

Ph: 8821 3340

Text: 0407 488 200

Email: accustomconsulting@gmail.com

For your information Accustom has the below policies/procedures in place:

- Code of Conduct
- Feedback/Complaints Procedure
- Confidentiality

I UNDERSTAND /
ACKNOWLEDGE
THIS INFORMATION
PROVIDED:

STUDENT SIGNATURE:

DATE: / /

(IF APPLICABLE - PAYEE SIGNING ON BEHALF OF THE STUDENT - PAYEE MUST DISCUSS WITH & PROVIDE STUDENT WITH A COPY OF THIS ENROLMENT WITH INFORMATION REGARDING THE COURSE REQUIREMENTS)

PAYEE NAME/SIGNATURE:

DATE: / /