

(LF) Forklift Training & Assessment

(3 Days – Entry Level)



TLILIC0003 - Licence to operate a forklift truck

RTO CODE: 0022

Overview

Our 3-Day Entry Level Forklift course provides inexperienced operators additional time to gain the skills and knowledge required to operate a forklift truck safely in accordance with all relevant legislative requirements.

This course is required to be completed and passed prior to being assessed for the High Risk Work Licence for Forklift (LF class).

Note: Our 3-Day Entry Level Forklift Course is designed for people with minimal or no forklift experience.

Duration & Assessment

The 3-Day training course that we offer at ATEC involves a 4-Stage learning process, as follows:

- **Stage 1:** Pre-course reading – **must** be read prior to attending to familiarise yourself with the course content This will be emailed to you once enrolled.
This will need to be completed to attend stage 2 of the training
- **Stage 2:** Day 1 of the face-to-face theory & practical block at our Lonsdale site
This will involve the:
 - Calculation Assessment
 - Forklift Checks/Maintenance; and
 - Practical forklift skills training
- **Stage 3:** Day 2 of face-to-face theory & practical block at our Lonsdale site, will be more intense practical training and assessment against the unit TLILIC0003 License to operate a forklift truck.
- **Stage 4:** Day 3 SafeWork SA Theory & Calculations Assessment – Closed Book & Practical HRWL Assessment by an approved SafeWork SA Assessor.
Day 3 is controlled by Safe Work SA entirely, as this is the High-Risk Licence component of training, it is far more stringent on the assessment and resulting process. The SafeWork SA day involves the:
 - Theory & Calculation Assessment – Closed book
 - Practical Assessment - Practical Assessment

ATEC follows all guidelines set out by SafeWork SA and asks all participants to do the same by listening and following instructions laid out by your trainer, and suggests paying attention and taking notes throughout the course. This will considerably increase your chances of passing the SafeWork SA assessment. If this is not done, it will lead to a 'Not Yet Competent (NYC)' result.

Those who receive a **NYC** will have to reschedule for the SafeWork SA component only at a cost of \$575.

Entry Requirements

Participants **MUST:**

- Be at least 18 years of age
 - Be an Australian/New Zealand Citizen or hold an eligible VISA.
 - Basic command of English language
 - Oral communication – a learner must be able to use and respond to spoken language
 - Reading and writing – a learner must be able to read, comprehend and write a range of texts
 - Numeracy - a learner must be able to understand weight measurements, metric conversions, and perform basic mathematical calculations.
 - Previous experience driving a motor vehicle is beneficial
- Please note: ATEC only carries out assessments in English – Translators or Interpreters cannot be used**

Course Fees

- \$775.00 (GST exempt)
- \$535.00 (GST exempt) with a valid CITB

Courses must be paid for on booking unless alternative arrangements have been made. Training will not be confirmed until payment has been received.

Re-Sit

In the event you do not pass the SafeWork SA Assessment, you will have the opportunity to re-book and re-sit this day of training. You will need to have successfully gained the TLILIC0003 unit.

- \$575.00 (GST exempt)

Additional Student Fees (individual cost)

- Licence Fee– Approx. \$98.00

Please note: This fee is to be paid at a Service SA Customer Service Centre.



Version June 2026

Content

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

Learner Requirements

- Provide your Unique Student Identifier (USI). To apply for a USI, go to <https://www.usi.gov.au/your-usi/create-usi>
- Provision of Australian legal photo identification for assessment purposes.

PPE (Personal Protective Equipment)

To be supplied by the participant:

- Safety Boots (steel cap)
- Safety glasses
- Work pants (work shorts accepted)
- Long-sleeved shirt (for WHS reasons, please do not wear excessively loose clothing)
- High visibility vest (high visibility shirt/jumper is acceptable)
- Sun protection as required

Outcome

On successful completion of all requirements of this course, learners will be issued with:

- 1) A Statement of Attainment for TLILIC0003 – Licence to operate a forklift truck
- 2) Notice of Satisfactory Assessment (NSA) **
- 3) SafeWork SA Tax Invoice **

*** Items 2 & 3, plus 100 points of ID will be required to obtain your (HRWL).*

***You will need to take your Tax Invoice to a Service SA Customer Service Centre in SA within 60 Days of issue.*

Your HRWL Card will be mailed to you.

Delivery Locations

- Lonsdale

Pre-enrolment information

Important information for prospective students in regards to ATEC Policies is available at <http://www.atec.asn.au/pre-enrolment-information.html>

Note: Due to licensing requirements, the RPL Pathway is unavailable for this course. All learners must complete the entire training program.

How to apply

Applications and enquiries can be made:

- Online – www.atec.asn.au
- Email – bookings@atec.asn.au

Call ATEC on 1300 112 832



Version June 2026