



FORK SKILLS

operations pty ltd

4 Pre-enrolment Information

Full Forklift Licence Course Information Letter

This information letter explains the requirements of applicants enrolling into a forklift course.

Requirements:

- Applicants must be 18yrs or older to sit the forklift assessment.
- Applicants must review the knowledge assessment and be able to demonstrate their understanding of the theory questions by answering a written or oral assessment conducted by a WorkCover Accredited Assessor. The theory instrument consists of 97 questions being made up of star and square questions which are broken up into three units. There are 30 critical questions which will have a star beside them (must all be correct) and 67 non critical which have a square beside them.
- The assessment is made up of 52 questions in the form of 30 star questions and 22 randomly selected square questions. Applicants must answer 75% of the square questions correct in each of the 3 units. This allows you to have 5 non critical questions wrong which are spread throughout the three units. Unit one you are allowed three wrong, unit two you are allowed one wrong and unit three you are allowed one wrong.

ASSESSMENT BREAKDOWN:

- Unit one is from question 1-68 which has 20 stars and 14 random
Allowed three random questions wrong
- Unit two is from question 69-89 which has 9 stars and 4 random
Allowed one random questions wrong
- Unit three is from question 90-97 which has 1 star and 4 random
Allowed one random question wrong

- The practical assessment is divided into 3 units and competence must be achieved. This is done by demonstrating forklift inspections and identifying and checking quality of at least 12 parts of the forklift. Also a site inspection is to be conducted identifying at least 12 hazards or possible hazards in a workplace. Then an operational check of the forklift is conducted and followed by a task set by the assessor e.g. lifting and moving loads in and out of racking.
- Re-scheduling of an assessment day comes with a \$50 re-booking fee and this will apply every time you re-book.

- Re-assessments – If any applicant receives an assessment summary where competence for some units has not yet been achieved, then a re-assessment can be booked in and take place after 21 days from the original assessment date. There is a re-assessment fee of \$100.
- Payment to Australia Post of \$65 must be done within 60 days from the day the 'Notice of Satisfactory Assessment' form is received. The NSA form is only valid for 60 days and if it is not lodged within the 60 days it will result in a full re-assessment needing to be conducted which will incur a re-assessment fee.
- 100 points of identification MUST be shown to the WorkCover Assessor on the assessment day. This is a WorkCover requirement. You must show identification that contains a photo (e.g. driver's licence), name, D.O.B., current residential address and signature. The forms of identification that can be used are listed on the CA1 application form which is located in your forklift pack you receive on your first day of training otherwise they are available from our office. Please be aware that birth certificates must be Australian and account cards and statements can not be from the same bank. You may only use one card or one statement from the same bank. All forms of identification must be originals. Copies are not accepted under any circumstances.
- Contracted WorkCover NSW Assessors are required to deliver assessments under WorkCover guidelines and Fork Skills does not guarantee a licence.
- Courses must be completed within 6 weeks from the enrolment day.

For further information please contact our office on 1300 720 904.