

TAS

Training and Assessment Strategy (TAS): RI-IHAN201E — Operate a forklift

RIIHAN201E · Operate a forklift

Unit overview

This unit, RIIHAN201E — Operate a forklift, describes the skills and knowledge required to operate a forklift truck safely in a variety of operational settings. It involves planning the work, conducting routine checks on a forklift truck, shifting loads in a safe manner, and safely shutting down and securing the equipment after use.

This unit is a mandatory requirement for individuals seeking to obtain a national High Risk Work Licence (HRWL) for forklift trucks (class LF), as defined by Safe Work Australia and administered by state and territory Work Health and Safety (WHS) regulators. The training and assessment provided under this strategy are designed to meet both the requirements of the RII Resources and Infrastructure Industry Training Package and the licensing requirements for the LF class HRWL.

Target learner cohort

The target cohort for this unit includes individuals who are new to the workforce or existing workers requiring a forklift licence for their job role. These learners typically seek employment or are currently employed in industries such as:

- Warehousing and Logistics
- Transport and Distribution
- Manufacturing
- Retail (large format)
- Construction
- Mining and Resources

Learners are expected to have basic language, literacy, and numeracy (LLN) skills to safely participate in the course. A pre-enrolment LLN assessment is conducted to ensure learners can read and interpret workplace documents (e.g., safety data sheets, procedures), understand signs and signals, and perform

basic calculations related to load weight and capacity. Support will be offered to learners who are identified as needing assistance.

Entry requirements & pre-requisites

While there are no formal pre-requisite units specified in the training package, this RTO has the following entry requirements to ensure compliance with regulatory and safety standards:

- **Age:** Learners must be at least 18 years of age to undertake the mandated High Risk Work Licence (HRWL) assessment.
- **Identification:** Learners must provide 100 points of identification as specified by the relevant state/territory WHS regulator prior to commencing the HRWL assessment.
- **Language, Literacy, and Numeracy (LLN):** Learners must successfully complete the RTO's pre-enrolment LLN assessment to an ACSF Level 2 standard. This ensures they can safely read and comprehend manuals, procedures, and signage, and communicate effectively in an operational environment.
- **Physical Fitness:** Learners must have the physical capacity to operate a forklift, which includes the ability to sit for periods, operate hand and foot controls, and have sufficient mobility, vision, and hearing to monitor the work environment and identify hazards.

Delivery mode and amount of training (volume of learning)

Delivery of this unit is conducted face-to-face, as this is essential for the practical and high-risk nature of forklift operation. The delivery combines classroom-based theory instruction with supervised practical training in a simulated workplace environment.

The total volume of learning is indicative and depends on the learner's prior experience. For a novice operator with no prior experience, the course is structured as follows:

- **Total Duration:** 24 hours (typically delivered over 3 days).
- **Supervised Instruction (Theory):** 8 hours, covering WHS legislation, hazard identification, forklift components and dynamics, load calculations, and operational planning.
- **Supervised Practical Training:** 12 hours, involving hands-on operation of the forklift under direct supervision. This includes pre-start checks, manoeuvring, lifting/stacking loads, using attachments, and shutdown procedures.
- **Assessment:** 4 hours, comprising a mandated knowledge assessment and a practical skills assessment.

For experienced operators seeking formal qualification (via an RPL pathway), the volume of learning will be adjusted based on a skills assessment, but they must still successfully complete the mandated HRWL summative assessments.

Learning resources, equipment and facilities

To ensure a realistic and compliant training and assessment environment, the following resources, equipment, and facilities will be provided:

- Facilities: A dedicated, well-lit classroom for theory sessions, and a practical training area that simulates a typical workplace. The practical area includes racking, marked pedestrian walkways, defined operational zones, and a range of simulated hazards.
- Equipment:
 - A commercially compliant and serviced counterbalance forklift.
 - A range of loads, including pallets and stillages with varying weights and sizes.
 - At least two different certified forklift attachments (e.g., jib attachment, fork slippers).
 - A refuelling/recharging station.
 - Firefighting equipment.
- Personal Protective Equipment (PPE): Each learner will be provided with a high-visibility vest, safety glasses, and gloves. Learners are required to wear their own steel-capped safety boots.
- Learning Resources: Learners will receive a Learner Guide, copies of relevant workplace documentation (pre-start checklists, SWMS), forklift operator's manual, and access to relevant legislation and codes of practice.

Trainer and assessor requirements (vocational competency, currency, TAE)

All trainers and assessors delivering and assessing this unit meet the requirements of the Standards for RTOs 2015 (Clauses 1.13-1.16).

- Vocational Competency: Trainers and assessors must hold the RIIHAN201E unit of competency (or its equivalent) and a current High Risk Work Licence (Class LF). They must also demonstrate broad industry experience in operating forklifts across different environments (e.g., warehousing, construction).

- Vocational Currency: Evidence of currency is maintained through a currency log, which includes recent industry work, participation in professional development, and engagement with industry networks. This is reviewed annually.
- Training and Assessment (TAE) Qualification: Trainers and assessors must hold the TAE40116 Certificate IV in Training and Assessment or its successor, or a higher-level qualification in adult education.
- HRWL Assessor Accreditation: The assessor conducting the final summative assessment for the HRWL must be an accredited assessor registered with the relevant state/territory WHS regulator and must conduct the assessment using the mandated national assessment instrument.

Assessment methods and evidence

A range of assessment methods are used to gather sufficient, valid, authentic, and current evidence to determine competency. All assessments are conducted in accordance with the Principles of Assessment and Rules of Evidence.

- Formative Assessment: Throughout the training, learners will participate in practical exercises and knowledge quizzes to monitor progress and provide feedback.
- Summative Assessment: The final assessment consists of two parts, aligned with the HRWL requirements:
 1. Knowledge Assessment: A written theory exam and a calculations assessment. This covers all Knowledge Evidence requirements (KE1-KE3), including WHS principles, hazard controls, and forklift characteristics. Verbal questioning may be used as a supplementary method.
 2. Practical Demonstration: A practical assessment where the learner is observed performing a range of forklift operations as outlined in the Performance Evidence (PE1-PE14). This includes conducting pre-start and post-operational checks, manoeuvring the forklift through a defined course, lifting and placing loads at different heights, and correctly fitting and using two different attachments. The assessor will use a detailed observation checklist to record performance.

Assessment conditions

Assessment for RIIHAN201E will be conducted under conditions that are safe and replicate the workplace, as stipulated in the unit's Assessment Conditions.

- The assessment will take place in a simulated work environment that is realistic and allows for the demonstration of all required tasks, including interaction with racking, obstacles, and defined travel paths.
- Learners will have access to a compliant forklift, various loads, at least two approved attachments, and all required PPE.
- Assessment will be conducted in compliance with relevant WHS legislation, regulations, and the National Standard for High Risk Work.
- Learners will be provided with workplace procedures, the operator's manual, and relevant documentation to complete the tasks.
- The assessment must confirm consistent performance, requiring the learner to demonstrate skills on at least two occasions (as per PE1) during the practical assessment activities.
- The final HRWL assessment component will be conducted by a WHS regulator-accredited assessor.

Reasonable adjustment

Reasonable adjustments to training and assessment will be made for learners with identified disabilities or learning needs, in consultation with the learner. The purpose of reasonable adjustment is to provide equity, not to compromise the integrity of the competency standards.

Examples of reasonable adjustments may include:

- For Knowledge Assessment: Allowing verbal questioning instead of a written test; providing the assessment in large print; allowing extra time to complete the assessment.
- For Practical Assessment: Providing additional supervised practice time before the assessment; breaking down complex tasks into smaller, manageable steps during training.

Adjustments will not be made if they would:

- Contravene WHS legislation or licensing requirements.
- Remove the need for the learner to demonstrate a required skill or apply essential knowledge.
- Place the learner or others at risk.

All reasonable adjustments are documented in the learner's file.

Validation and continuous improvement

This Training and Assessment Strategy and its associated tools are subject to a systematic process of validation and continuous improvement.

- **Validation Schedule:** This unit will be validated at least once every five years, with at least 50% of the unit being validated within the first three years of the schedule. Validation activities will be conducted by a team including trainers/assessors and independent industry experts.
- **Validation Process:** The validation will review the assessment tools, processes, and judgements to ensure they are producing valid, reliable, sufficient, current, and fair assessment outcomes against the requirements of the training package.
- **Continuous Improvement:** Feedback is actively sought from learners, trainers, and industry partners (e.g., employers) through surveys and consultation. This feedback, along with validation outcomes and any changes to legislation or the training package, is used to review and update this TAS, learning materials, and assessment tools. All changes are documented, version-controlled, and communicated to relevant staff.