

## Reducing the hours you need to do for your forklift course

Our forklift (order picker) course is 3 days.

Obviously 3 days is a long time for someone that can actually already do something!

You are able to reduce the length of this course with us is if you arrive with evidence of your knowledge or prior experience, which we can then validate – i.e. check it is real. We can copy the documents for you whilst you are here.

If we reduce your training hours we will also reduce the amount that you pay:-

- \$650 – 3 days (full course)
- \$550 – 2 days (fairly common with evidence)
- \$450 – 1 day (Can happen from time to time, however 1 day assessments are extremely rare for someone who has not held a forklift licence previously).

### Evidence you could use

<input type="checkbox"/>	References from employers
	This needs to include: (Example is on next page)
	<ul style="list-style-type: none"> <li>● How many years or months of experience do you have?</li> <li>● Type of work done i.e. landscaping yard, wreckers yards, bottle shop, distribution centre, wrecking yard, postal depot, etc.</li> <li>● Name the machines used i.e Hyster FG25 counter-balanced</li> <li>● To do what tasks i.e. stock warehouse, loading and unloading semi-trailers, shifting pallets of beer</li> <li>● <b>Letter must be signed</b></li> <li>● <b>Letter must be dated</b></li> </ul>
<input type="checkbox"/>	Expired or overseas licence
<input type="checkbox"/>	Paperwork for a previous forklift course, where licence application was never lodged
<input type="checkbox"/>	Mechanical, plant or diesel fitter qualifications
<input type="checkbox"/>	Resume
<input type="checkbox"/>	Job description and pay slips – must show operations of a forklift or order picker
<input type="checkbox"/>	Similar relevant licence i.e. forklift, or working at heights if training for an order picker
<input type="checkbox"/>	Mining competencies
<input type="checkbox"/>	In house training certificates or Statements
<input type="checkbox"/>	Army or Defence force training

This list is not exhaustive, if you have other evidence you wish to submit, bring it along.

## Example of what a letter or email from an employer may look like

### **Letterhead:**

### **Date:**

*Joe Bloggs has worked for us from August 2008 to date.*

*He is employed in the capacity of "Driver No 2". We operate a cold room facility.*

*Joe operates the forklift to load and unload pallets in and around the cold room, in a racking system. He is responsible for all the forklift checks and organising maintenance.*

*The machine in use is a Crown RR15 truck 1500 kg.*

*Joe operates in a safe and competent manner whenever he is required to use the machine.*

*With the other duties he is required to undertake, I would envisage that he spends around 10 hours per week on the forklift.*

### **Signed:**

If providing own operational history, see example layout below:-

Date	Machines Operated	Environment	Tasks	Employer & contact person
July 2001 – June 2005	Toyota FBE18	Bottleshop	Unloading 2 semi-trailers per week with pallets of beer, boxes of wine & loading pallets onto floor of the warehouse	Drinks R Us Wine Street  Fred Danks Tel:
March 2011- October 2011	Hyster FG25	Mechanical workshop	Using forklift with a jib to lift engines and gearboxes in and out of	Cars R Us Ute Street  Carl Thomas Tel:

Beginners may need an additional day or 2, especially for those that do not hold a car licence and are learning the concept of steering for the first time.