



CENTRE OF VOCATIONAL EDUCATION



Licence to operate a boom-type elevating work platform (boom length 11 metres or more)

TLILIC2005

(Release 1)

Thank you for your interest in the **TLILIC2005 Licence to operate a boom-type elevating work platform (boom length 11 metres or more)**. This Course Guide is designed to provide you with detailed course information to support making a decision about whether this course is the most suitable and appropriate for your career goals and individual needs.

Course Details

- Training Package: TLI10 Transport and Logistics
- Unit Code: TLILIC2005
- Release Number: 1
- Currency: Current

This qualification reflects the role of individuals who wish to work in the Transport and Logistics industry.

This may include students from:

- People registered with Job Recruitment Agency, to assist with employment options
- People looking to enter the workforce
- People who currently work in the industry whom are unqualified
- People currently working in the industry needing to refresh a qualification

This unit specifies the skills and knowledge required to safely operate a boom-type elevating work platform where the length of the boom is 11 metres or more.

Boom-type elevating work platform means a telescoping device, hinged device, or articulated device, or any combination of these, used to support a platform on which personnel, equipment and materials may be elevated.

A person performing this work is required to hold a boom-type elevating work platform high risk work (HRW) licence.

This unit requires a person operating a boom-type elevating work platform to plan the work, conduct routine checks, set up elevating work platform, operate elevating work platform, and shut down and secure elevating work platform.

RTO

The Registered Training Organisation supporting this program and issuing the qualification is Centre of Vocational Education Pty Ltd



CENTRE OF VOCATIONAL EDUCATION

Centre of Vocational Education Pty Ltd

RTO Code: 21386

www.covetraining.edu.au

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03 8773 9000

Please refer to the Centre of Vocational Education Pty Ltd's *Student Handbook* available on the Centre of Vocational Education Pty Ltd website for further information.

Target Participants

Centre of Vocational Education Pty Ltd target group is individuals who have never operated a boom-type elevating work platform before and wish to achieve their license with WorkSafe Victoria.

Location

Seaford:

56 Bardia Ave
Seaford, Victoria 3198

Dandenong:

5 Broadlands Street
Dandenong, Victoria 3175

Course Duration & Timelines

The course is delivered via a structure of pre-work followed by three workshop days including assessment as mandated by WorkSafe Victoria. Participants may complete the program earlier than these timelines through achievement of RPL or credit transfer.

Specific Industry / Stakeholder Needs

Centre of Vocational Education Pty Ltd is an accredited training provider with WorkSafe Victoria. Through industry engagement with WorkSafe Victoria all industry licensing requirements have been identified and implemented for this course. Specific industry needs include:

- Identification requirements;
- Mandated minimum course duration; and
- Mandated course resources used for delivery and assessment.

Course Organisation & Delivery Modes

The course contains 1 unit of competency.

This course is delivered in the following structure:

- Pre-course reading prior to workshop attendance
 - The Learner guide is provided prior to commencement and a thorough knowledge of its content is required to complete the assessment;
- Three eight-hour workshop sessions for further theory and practical skills development including:
 - PowerPoint presentations, and
 - Practical activities; and
- Course assessment.

Participants should expect to undertake approximately 30 hours' study for the course. Individual coaching sessions are available for participants in cases where additional support is required for either practical skills development or theory coverage.

The realistic work environment typically reflects:

- The use of full scale equipment
- Performing tasks similar to those performed in the workplace
- Performing tasks within the same timelines that would be expected in the workplace
- Performing in a range of weather situations, including wet, dry, windy, and calm conditions

All students will be required to undertake pre-course reading to ensure an understanding of some learning content that will be reviewed in the student contact time.

Students will be provided the Learner Resource for the following unit and are required to read these prior to course attendance:

(Note: It will be made clear to all students on enrolment that this pre-course reading is not included as part of the student contact time).

Students are advised upon enrolment that a thorough knowledge of the learner guide content is required to complete the assessment. Students are advised that reading and understanding the material in the learner guide is highly recommended. A trainer is available during business hours to answer any questions relating to the pre-reading material. Trainers can be contacted by phone or email.

The prescribed learner guide is given to student upon enrolment. Centre of Vocational Education Pty Ltd will not accept enrolments less than 5 days prior to course commencement to give students sufficient time to read and understand the material.

All theory based delivery will occur within designated classrooms through structured training sessions from a qualified Trainer / Assessor employed by the RTO. At these training sessions, a qualified Trainer/ Assessor will provide the required skills and knowledge as per the unit content and will ensure the learning is imparted. The Trainer/Assessor will have designated session plans to reference to ensure the learning content is provided consistently to all students.

During the class time, the trainer will work through the activity books to assist students learning. The trainer will be conducting informal formative assessment of a student's progress by monitoring the activity book and participation. This formative assessment procedure will indicate the student's readiness to undertake the summative assessment.

Trainers will use a PowerPoint presentation during the theory delivery to give learners an extra medium to maximise learning and comprehension.

As part of this course students will also be required to undertake practical activities related to the course content. These practical activities will be undertaken in an appropriately simulated environment free of OHS hazards.

Pathways for Participants

Training Pathways

Participants are not expected to have any prior training background before entering the course.

Participants completing the course may progress to other High Risk Licensing classes (e.g. License to operate an order picking forklift truck).

Participants may also progress to undertake a full qualification in transport, warehousing or related fields at a Certificate II or III level.

These options represent a logical pathway regardless of whether Centre of Vocational Education Pty Ltd offers the courses.

Employment Pathways

Competence in this unit will enable applicants to seek employment as an Elevating Work Platform operator.

Course Nominal Hours

Total course nominal hours for this unit are 30 hours, being an allocation describing how long a participant who does not hold any of the competencies identified in the unit of competency would take to develop all the required skills and knowledge. This nominal duration includes all teaching and learning activities such as guided learning (classes, lectures, tutorials, online or self-paced study), individual study, research, learning activities in the workplace and assessment activities.

The amount of training provided by Centre of Vocational Education Pty Ltd is directly aligned to these requirements, and is part of the overall volume of learning and relates primarily to formal activities including classes and other activities as well as workplace learning.

Course Entry Requirements

This unit has no mandatory requirements specified.

Centre of Vocational Education Pty Ltd Course Admission Requirements

Centre of Vocational Education Pty Ltd has the following admission requirements:

- Students must be at least 18 years of age
- Students must have physical characteristics required for effective elevated work platform operations.

Students must have Language, literacy and numeracy skills at ACSF Level 2.

Language literacy and numeracy assessment (LLN)

To work in a business environment, participants must demonstrate suitable LLN skills which are assessed when applying for enrolment. The assessment relates to the Australian Core Skills Framework (ACSF) and is a required part of applying for enrolment.

Selection criteria takes into account various factors when deciding upon which participants will be offered places in the course including;

- The participants' needs and desired outcomes;
- The ability and commitment of the participant to complete the course;
- Eligibility requirements listed in the national Training Package;
- Participants existing ability in the ACSF core skills - learning, reading, writing, oral communication and numeracy;
- Any areas where participants may need additional support (e.g. if they have low English levels) and to identify whether participants' physical attributes may influence their ability to complete the training and assessment (e.g. if heavy lifting is required).

Participants are advised the minimum identification requirements must be met prior to enrolment:

- Unique Student Identifier; and
- Photo identification to verify identity

If participants do not have a USI they can create one at www.usi.gov.au or ask Centre of Vocational Education Pty Ltd for assistance.

Licensing Requirements

This unit is based on the licensing requirements of Part 4.5 of the Model Work Health and Safety (WHS) Regulations, HRW and meets Commonwealth, state and territory HRW licensing requirements.

WorkSafe Victoria is the relevant licensing regulatory authority for all Centre of Vocational Education Pty Ltd operations.

Participant Resources, Texts, Materials, Equipment Requirements

All resources will be provided to the student.

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The following resources are available and utilised when planning and implementing this course:

- Safework learning resources (customised); including
 - Learner Guide;
 - Activity Book; and
 - Trainer & Assessor Guide.
- Safework assessment resources (customised):
- Unit assessment tool.

Equipment

The equipment and facility requirements for this course is identified as follows:

Classroom requirements:

- Tables and chairs (for a maximum of 8 students)
- Data projectors
- Computers/laptops
- Whiteboard
- Materials for note taking

Practical requirements:

- A suitable a boom-type elevating work platform that complies with AS 2359 Powered industrial trucks and is in a safe condition.
- Associated equipment appropriate to operating a boom-type elevating work platform.

- relevant workplace procedures and standards for operating a boom-type elevating work platform, including:
 - approved codes of practice and guidance.
 - relevant Australian and international technical standards.
 - manufacturer guidelines (instructions, specifications or checklists) for the purpose of Performance Assessment.
 - relevant industry standards and operating procedures (where applicable).
 - safe work method statements (SWMS), as required.
- Signage.
- Logbook, records, handbook and/or operating manuals.
- Traffic.
- Permit condition requirements.
- Required personal protective equipment (PPE) for the purpose of Performance Assessment.

Fees

Course tuition fees are outlined below:

\$550.00 if you book online

\$595.00 if you call Centre of Vocational Education Pty Ltd on 8773 9000

There is an additional licence fee payable to Worksafe for the Forklift Licence.

For Worksafe fees please visit <https://www.worksafe.vic.gov.au/pages/safety-and-prevention/licensing/worksafe-licence-types-and-fees>

Refer to Centre of Vocational Education Pty Ltd's Website: www.covetraining.edu.au ,
www.tradieticketsvictoria.com.au

Support Services

The design and content of this training product supports equitable access and progression for all learners. Centre of Vocational Education Pty Ltd:

- Has ensured that training and assessment processes and methods do not disadvantage individual learners; and
- Determines the needs of individual learners and provides access to any educational and support services necessary.

Delivery materials and methods may be adapted for the special needs of clients. Some examples may include enlarging print materials for vision requirements, provision of ICT equipment and support, accessing interpreter services or using individual delivery methods. A range of support services, including LL&N training, may be accessed as required for participant needs.

Assessment Arrangements

Assessment methods may include more than one of the following:

- practical assessment
- oral questioning
- written test
- work-based activities
- simulated project based activity

The assessment process will include the gathering of evidence to demonstrate the student's competence

The Trainer will ensure all assessments are conducted in appropriate environments that are free from any OHS hazards. Where assessment includes practical skills to be demonstrated, the RTO will ensure the suitability and safety of required simulated environments.

Assessment will occur after delivery of the Unit of Competency has taken place. As this is a competency based program, assessment continues throughout the program until the student either achieves competency in the assessment tasks or a further training need is identified and addressed.

Assessors, when deeming a candidate competent, must have judged evidence collected to also have met the requirement of the Dimensions of Competency and be certain that the candidate can consistently apply and transfer the skills and knowledge covered into new work situations

Assessors are required to meet the requirements of the Standards for RTOs 2015.

No other specific unit or course requirements apply.

Recognition of Prior Learning (RPL) and Credit Transfer (CT)

Centre of Vocational Education Pty Ltd has a 'Recognition of Prior Learning and Credit Transfer Policy and Procedure' which outlines in detail a process to be followed for granting recognition and credit transfer. This is supported through the RPL guidelines for this qualification which focus specifically on all units.

Students must apply for RPL prior to or immediately after formal enrolment but prior to the commencement of the delivery of the units. Any RPL's granted must be accepted and signed off by the student.

RPL Assessment material is available to enable the Trainers/ Assessors to gain a clear understanding of the student's knowledge, skills and experience, thus enabling an objective assessment of the applicant's current competency to be made.

Please refer to Centre of Vocational Education Pty Ltd's *Student Handbook* for further information.

Reasonable Adjustment

There may be times and situations in which a participant may require 'reasonable adjustment' of the training and assessment methods implemented by Centre of Vocational Education Pty Ltd to meet their specific individual needs. These individual participant needs may include (but not limited to):

- Disability;
- Temporary or permanent injury (i.e. back injury, broken leg/arm); or
- Sight or hearing impairments.

Reasonable adjustments to the way in which evidence of performance is gathered (e.g. in terms of the information to be provided to the candidate and the type of evidence to be collected from the candidate) can only occur where the adjustments do not alter the expected performance standards for learning and assessment.

The reasonable adjustments to the training and assessment process may include a variety of modifications to the methods of delivery and assessment to assist the participant undertake the course. The adjustments may include actions such as:

- Assistance in the form of the training location to allow easier access
- Accessing relevant equipment or aids to assist the participant adjustments to the assessment methods to cater for any special needs (without effecting the integrity of the outcome)

Course Specific Withdrawal Information

No specific withdrawal requirements are relevant for this course.

For general information about the grounds on which the participant's enrolment may be deferred, suspended or cancelled, please refer to Centre of Vocational Education Pty Ltd's *Student Handbook*.

Next Steps!

Thank you again for your interest in this course program. Please contact Centre of Vocational Education Pty Ltd on 8773 9000 or info@covetraining.edu.au , info@tradieticketsvictoria.edu.au to commence the application process!

Centre of Vocational Education
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