



Workplace Health and Safety Queensland

Occupational Licensing Changes Development of a Training Plan Fact Sheet 4

An employer of a trainee in a licensed occupation is required to have a training plan that sets out how the related course requirements for the unit of competency will be delivered.

Employers are encouraged to develop a relationship with a Registered Training Organisation (RTO) early in the training development process to ensure that the training plan meets regulated requirements and maps sufficiently to the course (refer to Fact Sheet 5 - RTO Recognition for the list of courses). The RTO will also be able to assist the employer in identifying suitable evidence collection/recording methods (e.g. the form and completion of the logbook) that will be acceptable for the assessment conducted by the RTO later in the training process.

Training plans should be negotiated, completed and signed by all parties.

It is important that the knowledge and skills required for the employee to perform their job competently are identified in the training plan and linked to the elements and performance criteria from relevant units of competency.

The training plan must include the following information:

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| <ul style="list-style-type: none"> • related accredited course • related unit/s of competency • employer and trainee details • primary training locations • training commencement and anticipated completion • evidence collection methods | <ul style="list-style-type: none"> • supervision arrangements • assessment arrangements • equipment availability and access • nominal duration for the training • scope of training, including topics to be covered • training monitoring arrangements |
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The attached sample training plan shows what a plan may look like where the employer has commenced the training and will engage the RTO part way through.



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SAMPLE TRAINING PLAN

Training details:

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| Unit of competence: | OHSCER207A Operate a forklift truck |
| Course: | 30496QLD Course in Operating Loadshifting Equipment |
| Employer: | ABC Pty Ltd |
| Employer address: | 123 Onetwo Road, Threeville. Qld. 4567 |
| Employer contact name: | Tracey Raining |
| Employer contact role: | Training Manager |
| Employer contact phone number: | Ph: 1234 5678 |
| Trainee name: | Fred Orklift |
| Training commencement date: | 28 May 2007 |
| Anticipated period of training: | 12 weeks |
| Arrangements for formal training (theory and practical): | Training Manager will schedule dedicated time for training to be conducted. The training manager will ensure all arrangements for the release of the trainee from the work unit. |
| Arrangements for informal training (on-the-job): | Supervisors nominated in the trainee logbook will identify opportunities for informal training that will contribute to the trainee gaining the knowledge and skills set out in the scope of training as provided below. |
| Primary locations for training: | <ul style="list-style-type: none"> ▪ Theoretical training will be undertaken at ABC Head Office, Threeville ▪ Practical and on-the-job training will be undertaken primarily at the Fourland depot |
| Evidence methods: | Records of formal and informal training will be recorded in the logbook/training record book. |
| Supervision arrangements: | <p>Operators in the workplace that hold a workplace health and safety licence to operate a forklift truck (licence class LF) will be used to provide supervision and training of the trainee.</p> <p>Supervision will be reduced during the period of training only where the supervisor has made a judgement that the trainee has gained sufficient prior experience to complete the training safely with reduced supervision.</p> |
| Assessment arrangements: | <p>The trainee will complete the scope of training and then a Registered Training Organisation will be engaged to:</p> <ol style="list-style-type: none"> 1. evaluate the evidence of the training undertaken by the trainee; and 2. undertake an assessment of trainee's competence for the unit of competence. |
| Equipment available: | <p>Toyota Forklift Truck (LPG) (Should include: type, model, identification – plant no, serial no, rego no)</p> <p>Low, medium and high level racks.</p> <p>Loads available: pallets and crates.</p> <p>Attachments available: fork arms, work platform, lifting attachments.</p> <p>Approval for use to be obtained through the stores controller.</p> |
| Literacy and numeracy support: | The training manager will assess the literacy and numeracy needs of the trainee within |



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| | five days of the training commencing and record the support to be given in the logbook/training record book for action throughout the training. |
| Other resources required: | To be provided by RTO: <ul style="list-style-type: none"> • Training notes • Training Record Book/Log Book • Assessments |
| Nominal hours for formal training: | 40 hours |
| Nominal hours for informal training: | 40 hours |
| Monitoring arrangements for delivery of training: | The Training Manager will monitor progress of the training plan and the records of training. |

Scope of Training:

The knowledge and skills elements have been developed from the elements of competence, performance criteria, range of variables, critical aspects of evidence, underpinning knowledge and skill requirements from the unit of competency OHSCER207A.

| Knowledge element: | To be delivered by: | |
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| | Employer | Registered Training Organisation |
| Components, controls and features of forklifts and their functions | | |
| Operating principles and operating methods | | |
| Legislative requirements with regards to licensing | | |
| Loadshifting processes and procedures including work platforms | | |
| Identification of hazards and control measures | | |
| Workplace communication procedures | | |
| Electrical hazards | | |
| Load Masses | | |
| Skill elements: | | |
| Routine checks: Lift and tilt systems, fluid leaks, mast assembly, wheels and tyres, oils (engine, hydraulic, transmission), battery, brake fluid, coolant, power steering fluid, air filter indicator, seat, seat belt, mirrors, windscreen, overhead guard, load backrest, LPG cylinder, fork arms, pins and locking devices, warning decals, safety devices. | | |
| Familiarisation with local conditions/worksites: Powerlines, doorways, overhead service lines, surrounding buildings, obstructions, other equipment in area, pedestrians, dangerous materials, railway lines, PPE, warning signs, barriers, attachments. | | |
| Pre-operational and post start up checks: Check of all fluids, correct mounting techniques, seat adjustments, seatbelts, start up procedure, checking of lights, checking operation of warning | | |



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| devices, gauges, checking of braking system, checking of steering system, checking mast and tilt controls. | | |
| Routine safety, basic service and maintenance procedures | | |
| Emergency operating procedures | | |
| Path of movement, permits required, job requirements, operators manuals, manufacturer's specifications and material safety data sheets. | | |
| Reporting of defects and damage | | |
| Methods of communication | | |
| Safe operating limits: Speed, right of way with other vehicles, working distance from other vehicles, reversing, operation on slopes, height of forks/load when travelling. | | |
| Calculation of load mass and requirements | | |
| Use of controls and levers | | |
| Shut down procedure: Parking in relation to danger areas, lowering of forks/attachments to ground, parking brake, reporting of defective equipment, stowage of equipment, security against unauthorised operation, security of site. | | |
| <p>Trainee commitment to the training plan: I understand that the training I am undertaking will contribute to the assessment of my competence to operate a forklift truck. I will ensure that I undertake the training under the supervision arrangements outlined in this plan and will complete the training log book for presentation at my assessment.</p> | | |
| Trainee signature: | | |
| Date: | 20 May 2007 | |
| <p>Employer commitment to the training plan: I undertake, on behalf of the employer, that training will be undertaken in accordance with this training plan and that records will be retained to demonstrate the training provided.</p> | | |
| Name of employer representative: | Tracey Raining | |
| Signature of representative: | | |
| Date: | 20 May 2007 | |

For more information visit www.deir.qld.gov.au or call 1300 369 915.