



NATIONALLY RECOGNISED  
TRAINING

TLILIC0005 & RIIHAN301E

# ELEVATING WORK PLATFORM OVER AND UNDER 11M COMBO

BROCHURE NSW 2022

RELEASED DECEMBER 2022  
REVIEW - 6 MONTHS

VERSION 2022NSW01  
DOCUMENT UNCONTROLLED WHEN PRINTED



# About this Course

Please refer to the full course information brochure found on our website for further information about this course. This flyer contains a flow chart (see below) for easy presentation of important information about your course.

Successful completion of this course will result in a Statement of Attainment (and where offered a "Yellow Card") for operation of an EWP (under 11m – both Boom Type and Scissor Lift) AND a High Risk Work Licence for operating a boom type Elevating Work Platform (over 11m)

## COURSE INFORMATION

This course is suitable for all participants from those who have no experience to experienced operators.

The Standard Course is designed for new entrants, it is also recommended for all levels of experience (will help to refresh your skills and knowledge). You will only be admitted into the Standard Course if you meet the following pre-requisites:

- You can read and understand English

You will receive your materials online on booking for this course so that you may start reading and familiarising yourself with the knowledge required prior to arriving for your course.

You will also have to complete a Language Literacy and Numeracy Assessment on arrival to the training centre.

## ATTENDANCE REQUIREMENTS

2 days training attendance then (up to) 1 day for assessment. Your SafeWork NSW Assessment will be booked for Day 3 of your training unless specifically requested otherwise (Subject to availability).

## COURSE DURATION

- Your course starts when you book!
- The overall course duration will depend on your previous skills and knowledge (both relating to EWP's and other skills and knowledge), your

Language Literacy and Numeracy skill level, and how quickly you learn.

- Your course may take anywhere up to 40 hours – this includes pre-attendance study (up to 8 hours), attendance (16 hours), post training attendance study (up to 8 hours) and then assessment (up to 8 hours).

## What is involved in getting a licence?

- Book your course online or by calling us on (02) 8292 0111
- You will receive access to your online portal by email.
- Study the pre-course materials to prepare for your course.

### To receive your SafeWork NSW High Risk Work (HRW) Licence:

- Attend for your training days (as per your booking). Once you have met the requirements of the course (including unit of competency assessments) then you will be booked in to undertake your SafeWork NSW Assessment on our site. This assessment takes up to a full day depending on numbers. Waiting times for assessment could be up to 14 days. This will allow you to study for your assessment.
- Once you have passed your SafeWork NSW assessment then you will be issued with a Notice of Satisfactory Assessment. This document allows you to now operate an EWP!
- You will need to attend to an Australian Post Office within 60 days to apply for your photo licence (fees apply at the post office)
- You will receive your photo licence in the mail directly from SafeWork NSW

### To receive your Yellow Card (EWPA)

- Attend for your training days (as per your booking). Assessment for the EWPA Yellow Card usually occurs on the first training day.
- Once you have met the requirements of the course you will be issued with your Statement of Attainment. You will also receive an Interim Certificate while you wait for your photo card to arrive in the mail.

additional fees. As with all courses, there are terms and conditions covering additional training, re-assessment, and cancellations / rescheduling. Please refer to these on our website.

**Please note:** Most people will not have any

## What is covered in the course?

- Legal requirements for the safe operation of Elevating work platforms
- EWP characteristics and capabilities (includes knowledge of load data plates and routine checking)
- Hazard identification and control
- Workplace standards, requirements, policies and procedures for working on an EWP
- Safe operating techniques
- Typical problems encountered
- Adjustments that may be made for correction where required
- Accurately interpret information relating to conducting EWP operations
- Operating an EWP safely (including all functions) to the maximum height and load capacity
- Identifying hazards and assessing risks associated with the operation of the EWP
- Putting into place effective hazard prevention/control measures for the hazards identified
- Safely working at heights and use of related PPE
- Emergency procedures and safety equipment, including the use of a safety harness, energy absorber, lanyard and anchor points
- Using effective communication skills at a sufficient level to communicate with other site personnel (e.g. receiving instructions, interpreting instructions, safety information and procedures)
- Safely working at heights
- Harness use
- Emergency procedures

## TRAINING AND ASSESSMENT INFORMATION:

Your training includes both theory and practical components. There is some assessment during the training component and then a High Risk Work (HRW) Assessment (SafeWork NSW Assessment).

During the 2 days training attendance - You will be assessed throughout and at the end of the training component of the course to determine if you are ready for HRW Assessment (SafeWork NSW Assessment). At the end of Day 1 (if you meet course requirements) you will have attained your EWPA Yellow Card (or the competency required for under 11m). You will need to meet all training requirements (on both days) in order to proceed to HRW Assessment (for the HRW component – over 11m).

If you are not “Ready for Assessment” then your trainer will detail how you can become ready for assessment. “Ready for Assessment” means that with further study and revision of your learning you have a great chance of completing your HRW assessment and attaining your licence.

HRW Assessment – Your SafeWork NSW assessment will be booked for Day 3 of your training unless you DO NOT receive a ‘Readiness’ or specifically requested otherwise (Subject to availability).

Assessments have theory, calculation and practical components and are conducted on a regular schedule (subject to availability). Assessment may take up to a full day depending on how many people are being assessed on the day, and how well and quickly you complete your Theory Assessment. Assessment bookings are subject to availability and a minimum wait time applies to allow you to study for your HRW Assessment.

## RE ASSESSMENT, COMPLAINTS AND APPEALS

Our trainers have the experiences, abilities and training to effectively assist you in your course by providing well designed training and assessment. During your training you will receive feedback about your performance including suggestions where required. You will also be informed if you are doing exceptionally well!

During training, if you or your trainer feels that you require additional support, then there are options to assist you, i.e. extended duration of your course.

After assessment, should your trainer feel that you still require further training (due to results of the

assessments in your course) or you need to be reassessed (there is one assessment completed during training and before your SafeWork NSW assessment) you will be informed of your options.

If you fail your licence assessment, reassessment fees and minimum waiting times also apply to reassessment. There are also time limits on completing your course. We have an effective appeals procedure, which you can find on our website, if you dispute the assessor’s findings.

If you have a complaint about the course, our trainer/ assessors or anything else, then we also have an effective complaints procedure, which can also be viewed on our website.



## WHO CAN DO THIS COURSE?

### To participate in this course:

- You must be at least 18 years of age to commence the course;
- SafeWork NSW assessment requires that you are 18 years of age;
- SafeWork NSW assessment requires that you have met all training and assessment requirements
- For identification - please refer to the required ID fact sheet on our website.

## Course Summary

The following is a summary that will apply for MOST learners (some will need additional training and assessment)

- Book in for your course - Payment required as we book quickly (Best Priced and Best Quality course in NSW!) Fee includes training, assessment, and SafeWork NSW Assessment!
- Access your online portal and materials. These will be sent to you immediately upon booking (no need to do anything with them but you can study if you want). We recommend up to 8 hours of pre-attendance study to prepare you well.
- Attend for TWO Consecutive Days of Training (8:30am until around 5:00pm) Your trainer will provide you with the required training to get your licence and get you ready for your HRW Assessment
- Your SafeWork NSW Assessments will usually be held on Day 3, and take between 1/2 to a full day - subject to availability and unless notified otherwise

# Other important information

## WHAT DO I NEED TO BRING?

- Wear long pants and a long sleeve shirt and closed shoes (preferable hard caps)

## ENROLMENT

Enrolling into this course requires that you complete our enrolment form and provide sufficient identification (see details on our website). Once you have enrolled, then you will receive your online portal access.

## ASSESSMENT ONLY

If you have completed and attained a statement of Attainment from an RTO and are eligible to be assessed or reassessed, then a fee will apply. Please contact us for requirements

## ADDITIONAL TRAINING AND REFRESHER

Additional training is available at a rate of \$100 per half hour. For refresher training, contact us.

## FEEES, CHARGES, TERMS AND CONDITIONS

For current fees, charges, terms and conditions - please visit our website or contact our office for a copy.

\*Please read the full terms and conditions, an additional fee is payable at the post office for processing your licence.

## FURTHER INFORMATION

For further information about this course, please contact Licences 4 Work on (02) 8292 0111 or visit our websites:

[www.licences4work.com.au](http://www.licences4work.com.au)

[www.licences4worknewcastle.com.au](http://www.licences4worknewcastle.com.au)

[www.licences4workbrisbane.com.au](http://www.licences4workbrisbane.com.au)

[www.licences4workperth.com.au](http://www.licences4workperth.com.au)

