



NATIONALLY RECOGNISED
TRAINING

TLILIC0005 & RIIHAN301E

ELEVATING WORK PLATFORM OVER AND UNDER 11M COMBO

BROCHURE NSW 2021

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LICENCES **4**
WORK



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 a 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 familiarizing 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 course by email.
- Contact us if you require print options
- 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). Standard course requires two days of attendance at our custom designed training facility.
- Once you have met the requirements of the course (including practice tests) then you will be booked in to undertake your SafeWork NSW Assessment on our site. This test 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 test 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.

Please note: Most people will not have any 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.

What is covered in the course?

You will gain the following knowledge:

- Mathematical procedures for estimating loads to ensure elevating work platform is not overloaded
- Australian and industry standards relevant to operating a boom-type elevating work platform (boom length 11 metres or more)
- Commonwealth, state or territory WHS legislation, standards and codes of practice relevant to the full range of processes for the crane class
- Ground stability including:
 - backfilled ground, bitumen, concrete, hard compacted soil, rock, rough uneven ground, soft soils
- Elevating work platform characteristics, operations and operating techniques
- Emergency procedures and safety equipment, including the use of safety harness, energy absorber, lanyard and anchor points
- Hazards including:
 - Environmental conditions (e.g. wind, lightning, storms, etc.)
 - Ground stability (e.g. ground condition, recently filled trenches, slopes)
 - Insufficient lighting
 - other specific hazards (e.g. tidal areas, chainsaws, pressure washers, dangerous materials

- overhead hazards (e.g. electric lines, service pipes, trees, buildings etc.)
- traffic (e.g. pedestrians, vehicles, plant)
- Hierarchy of hazard identification and control
- Procedures for recording, reporting and maintaining workplace records and information, including using the service logbook
- organisational and workplace standards, requirements, policies and procedures for conducting elevating work platform operations
- Rated Capacity and Working Load Limits
- Risks associated with overhead electric lines/ electrical cables, ground conditions, wind, pedestrians and tipping
- Systematic process of eliminating or reducing risk to personnel and property through the application of controls
- Typical routine problems encountered in the process and with equipment, and adjustments required for correction

You will be able to demonstrate the following performance:

- applying appropriate mathematical procedures to estimate loads
- applying best operating practice including:
 - avoiding ground depressions
 - gently accelerating and braking
 - minimum speed
 - minimum boom/jib length
- Applying emergency procedures and safety equipment, including the use of safety harnesses, energy absorbers, lanyard and anchor points
- Applying hazard prevention/control measures including:
 - disconnected power
 - illumination requirements
 - insulated electric lines
 - moving obstructions
 - pedestrian controls
 - personal protective equipment
 - safety tags on electrical switches/isolators
 - using safety observer inside exclusion zone
 - suitable area for set-up

- suitable firm and stable standing
- traffic barricades and controls
- trench covers
- Applying relevant plant movements including articulating, hinging, lowering boom, raising boom, slewing, telescoping
- Applying risk assessment and hazard control strategies, including hierarchy of control as applied to positioning and safely operating an elevating work platform
- Assessing ground conditions to confirm site is suitable (e.g. firm, level and safe) to extend and travel the elevating work platform
- Communicating with other workplace personnel through appropriate worksite protocols, bells, buzzers, listening, making and interpreting hand signals, questioning to confirm understanding, signage, two way radios, verbal and nonverbal language, written instructions, complying with WHS licensing legislation
- Identifying problems and equipment faults and where practicable demonstrating appropriate response procedures
- Operating and controlling a boom type elevating work platform including all functions to their maximum extension within the safe working (rated) capacity including a telescoping device, articulated device, hinged device or any combination of the above used to support a platform on which personnel, equipment and materials may be elevated to perform work
- Positioning, stabilising, set up of elevating work platforms, including the use of outriggers/ stabilisers and packing to ensure that the safest lift is performed
- Receiving and interpreting workplace instructions, safety information, emergency procedures
- Recording and maintaining accurate information relating to operating elevating work platform
- Shutting down a boom type elevating work platform in accordance with manufacturer specifications and workplace procedures
- Stabilising a boom type elevating work platform
- Using and interpreting manufacturer specifications and data

- Using communications signals
- Using outriggers/stabilisers and packing to ensure safest lift is performed
- Verifying problems and equipment faults and applying appropriate response procedures to unplanned and/or unsafe situations

TRAINING AND ASSESSMENT INFORMATION:

Your training includes both theory and practical components. There is some assessment during the training component and then a Final 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 Final 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 Final 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 assessment and attaining your licence.

Final 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 Final 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 after training 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 test) 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 (test) requires that you are 18 years of age;
- SafeWork NSW assessment (test) 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 materials - will be sent to you immediately on booking (no need to do anything with them but you can study if you want - not really required). 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 Final Assessment
- Your SafeWork NSW Test will usually be held on Day 3 Tests take between 1/2 to a full day - subject to availability and unless notified otherwise

Other important information

WHAT DO I NEED TO BRING?

- Your pre course resources
- 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 the end of this brochure). Once you have enrolled, then you will receive your Pre course Pack.

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.

FEES, 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

www.licences4worknewcastle.com.au

www.licences4workbrisbane.com.au

www.licences4workperth.com.au