



NATIONALLY RECOGNISED
TRAINING

TLID0020 Shift Materials Safely Using Manual Handling Methods

BROCHURE 2022

About This Course

Successful completion of this course results in nationally a recognised Unit of Competency TLID0020 Shift materials safely using manual handling methods.

A third of all workplace injuries are the result of poor or incorrect manual handling. This unit involves the skills and knowledge required to shift materials safely using manual handling methods.

It includes assessing the risks associated with relocating the load, planning the relocation process and carrying out the relocation in accordance with the plan. Work must be carried out in compliance with the relevant work health and safety (WHS)/occupational health and safety (OHS) regulations concerning the manual handling and movement of loads.

People Who Need This Unit of Competency Include:

Any persons who in their workplace is or may be required to lift, move, push, pull, carry, hold or restrain objects. This may include any person from entry level to senior management.

This 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 if you meet the following prerequisites:

- Can ask questions to clarify instructions
- Are able to listen to instructions
- Can follow simple procedures
- Are able to select risk control measures



Who can do this course?

To participate in this course;

1. Participants must be at least 14 years of age to commence the course
2. Have a thorough understanding of both written and spoken English

What is covered in the course?

Participants will gain the skills and knowledge required to shift materials safely using manual handling methods.

This includes:

- Assessing the risks associated with relocating the load, planning the relocation process and carrying out the relocation in accordance with the plan.
- Understanding of relevant work health and safety (WHS)/occupation health & safety (OHS) regulations concerning the manual handling and movement of loads.

Delivery Options

Face to Face

To complete this course face to face, participants will need to undertake the following:

- Attendance for 1 day of training
- Participation in a range of learning activities
- Complete a set of multiple choice questions and Short Answer questions based on their learning
- Successfully undertake a final assessment once they have participated and met all the course requirements for the day

Online

To complete this course online, participants will need to undertake the following:

- Online 2-4 hours
- Online study and completion of theory exam
- Download the supervisor report and have it completed by your supervisor to confirm your skills
- Participate in a short verification call to confirm validity

Prerequisites

There are NO prerequisites to this course.

Career Pathways

Once completed, successful participants can further their skills and knowledge by undertaking full Qualifications such as TLI30321 Certificate III in Supply Chain Operations.

Outcome

Participants who successfully complete this course will be awarded a Statement of Attainment in **TLID0020 Shift Materials Safely Using Manual Handling Methods.**

Language, Literacy and Numeracy Requirements:

The course is delivered in English, to be able to successfully complete the training programs participants must be able to read and write English to a sufficient standard to work with the supplied texts. Participants may also be requested to undertake a Language Literacy and Numeracy assessment.

Flexibility and Reasonable Adjustment

JUST CAREERS TRAINING is flexible in the format and timing of learning and assessment activities to ensure that we provide every opportunity for participants to demonstrate their skills and abilities.

Recognition of Prior Learning (RPL)/Credit Transfer

If you feel that you already have the skills and knowledge covered in this course through prior learning, work experiences or general life skills then you may apply for RPL (Recognition of Prior Learning). The most practical benefit of RPL is that participants may achieve their competency in a shorter time and with no formal training.

During the RPL assessment, participants present evidence of their competency to our assessor who will then assess the evidence against the requirements of the course. Should the evidence meet the requirements of the course then participants may be awarded the unit and not require any training. Refer to the terms and conditions at the end of this document and/ or contact us for further information about RPL assessments.

Fees and Charges

Payments may be made by contacting our office or through our secure website payment portal at www.justtraining.com.au. All of our courses have fair Terms and Conditions – please refer to our website for further information.

Participant Support

Trainers will provide participants with both telephone and email support. Email support is unlimited and telephone support is by appointment. There is a limit to telephone support of up to 15 minutes, with no more than 1 session. Additional phone support may be purchased.

Visits to our training office or additional one on one training in the workplace or another suitable site may also be arranged (subject to trainer availability and for a fee). JUST CAREERS TRAINING offers support to all Participants with their learning needs; we can tailor or adjust the training and assessment program to assist people with learning issues and to more limited degree personal issues.



Access and Equity at Just Careers Training

We are committed to ensuring that we offer training opportunities to all people on an equal and fair basis. All participants have equal access to our training programs irrespective of their gender, culture, linguistic background, race, socio-economic background; disability, age, marital status, pregnancy, sexual orientation or carer's responsibilities. All participants who meet our entry requirements will be accepted into any of our training programs.

Privacy and Confidentiality

Just Careers abides strictly by all state and federal requirements relating to your privacy and confidentiality including the NVR Standards and the Privacy Act 1988. Your information will only be passed to relevant persons as required by law or Department of Education guidelines.

Complaints and Appeals

Just Careers Training has a fair and transparent complaints and appeals policy. All complaints will be dealt with in a timely manner and avenues for appeals extend to third party arbitration. Your Participant Handbook contains more information.

More Information

Refer to your Participant Handbook or contact the Customer Service staff at:
PO Box 3098 Bankstown Square NSW 2200
1300 558 241
www.justtraining.com.au
info@justtraining.com.au
RTO ID# 91413

