



Australia Wide Forklift Training Centre Pty Ltd

(also trading as Advanced Heavy Vehicle Driver Training Centre)

ABN: 871 0929 9185

RTO No: 21784

Head Office:

E: australiawideforks@bigpond.com

W: www.australiawideforks.com.au

Unit 1, 4-8 Mareno Road, Tullamarine VIC 3043

Ph: 03 9330 2789 | Fx: 03 9330 2710

44 Fordson Road, Campbellfield, VIC 3061

Ph: (03) 9357 4700

Heavy Vehicle Licence Confirmation / Information Booklet

Section 1 – Course Overview

When completing one of the following heavy vehicle courses you will be eligible for a VicRoads heavy vehicle license and a Statement of Attainment for the unit of competency

- Light Rigid TLILIC2014 Licence to drive a light rigid vehicle
- Medium Rigid TLILIC2015 Licence to drive a medium rigid vehicle
- Heavy Rigid TLILIC2016 Licence to drive a heavy rigid vehicle
- Heavy Combination TLILIC3017 Licence to drive a heavy combination vehicle

These course contents includes systematically and efficiently controlling all vehicle functions, monitoring traffic and road conditions, managing vehicle condition and performance, and effectively managing hazardous situations. Assessment of this unit will be undertaken within a licensing examination conducted by, and under the authority of, VicRoads therefore a written and practical assessment is conducted for each course.

Section 2 – Eligibility and Prerequisites

1. To obtain a Heavy Vehicle driver licence in the categories below an applicant **must hold** an Australia Drivers Licence as follows;

- Light Rigid: Held a driver licence for at least 1 year (12 months)
- Medium Rigid: Held a driver licence for at least 1 year (12 months)
- Heavy Rigid: Held a driver licence for at least 2 years (24 months)
- Heavy Combination: Held a driver licence for at least 2 years (24 months) including a MR or HR licence for at least 1 year

Note: Periods of cancellation, suspension, disqualification and unlicensed driving **are not** included when calculating the period of licence ownership.

2. You **must** bring your **current** Victorian Drivers Licence with you and keep it with you for the duration of the course.
3. You will need to supply a secondary form of ID:- either a medicare card or current passport. If your address is different to that shown on your licence you must bring a utility bill showing your name and the new address.
4. You **must** be proficient and competent in the operation of a manual gearbox.
5. Applicants **must be aged 18 or over**.
6. All trainees **must have 0.00% Blood Alcohol Content (BAC) and be drug free during all training and assessment**.
7. All AWFTC courses **do not** guarantee a licence on completion of the course. The results are a direct reflection of your own ability to learn and drive the vehicle to VicRoads standards. Once the course starts, you are unable to swap vehicles or transmission categories. However a determination will be made on category downgrade/upgrade with your trainer/assessor as required.
8. **If you break any Road Laws during the course you are fully responsible and must pay any fines or penalties incurred.**



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9. You **must** meet Vic Roads medical standards before the course starts. If you have a medical or mental condition or are taking any prescription medicine you **MUST** contact AWFTC to obtain a medical report form to take to your doctor and return to AWFTC within 7 days of the course start date.

Section 3 – Course Study Requirements

Study requirements differ for the different classes of licence:

Light Rigid, Medium Rigid or Heavy Rigid Courses require:

- Trainees to study "THE VICTORIAN BUS AND TRUCK DRIVERS HANDBOOK". The handbook can be purchased from AWFTC at a cost \$15 or be obtained from any Vic Roads Branch.

Heavy Combination Course requires:

- Trainees to study the "HC LEARNER'S GUIDE", this will be provided by AWFTC at the time of booking at no cost.

Section 4 – Course Cost and Payment Options

Course costs are inclusive of a \$50 administration fee.

A deposit of 60% is required at the time of booking or 24 hours from initial booking to secure your course.

Full payment must be made by the due date. If payment by the due date does not occur, your booking will be automatically deleted from the course and the AWFTC cancellation policy will apply.

All heavy vehicle course fees cover knowledge, skills and practical test.

If you fail either of the assessments the following retest fees apply; theory \$45, verbal theory \$90 and practical training and assessment block \$430. Courses are available on Saturdays for an additional \$100 fee.

A licensing fee of \$29 is payable to VicRoads on being made competent on the course.

Payment Options Include: CASH / CHEQUE / CREDIT CARD / ELECTRONIC DIRECT DEBIT / EFTPOS

Bank Details:

Commonwealth Bank

Account name: Australia Wide Forklift Training Centre Pty Ltd

Account No: 1019 4940 BSB: 063 242

Section 5 – Refund and Cancellation Policy

AWFTC requires 7 working days' notice of cancellation for a full refund minus the \$50 administration fee.

If you cancel or change dates between 2 and 7 working days before your course, you will forfeit your deposit and be charged 75% of course cost.

If you cancel or change dates within 1 working day or fail to appear (at start time) on the day of the course you will be billed and held responsible for the full course fee.

Refund of course costs will NOT be issued once course starts.

All refunds must be requested in writing with name, address, contact details, course details, date and reason for requesting a refund.

Section 6 – Assessment

The assessment for all licence classes involves theory and practical components and in all cases the candidate must meet the VicRoads criteria.



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The theory component for Light Rigid up to Heavy Rigid consists of 32 questions and is based on a book "THE VICTORIAN BUS AND TRUCK DRIVERS HAND BOOK". Pass mark is 26 out of 32

The theory component for a Heavy Combination consists of 20 questions based on the "HC LEARNERS GUIDE". Pass mark is 16 out of 20

The theory component can be sat either orally (which incurs an extra cost of \$35) or as a written test.

VicRoads also provide an authorized translator for the candidate if required.

All theory components of truck courses **has to be completed and passed prior to** the driving component of the course.

The practical component consists of 4 sections; 1) Reverse, 2) Drive, 3) Kerbside stop/Coupling and 4) Load Restraint

Retesting is available after each assessment, refer to Section 4 as costs apply.

It is a VicRoads requirement that ALL truck testing be carried out under video surveillance and voice recording.

Section 7 – Benefits of this Training

AWFTC is an ASQA Registered Training Organisation and as such maintains its compliance with the VET Quality Framework. This enables you to obtain a Nationally Recognised Statement of Attainment on successful completion of this course. This is an entry level credential and it can be used to contribute to other nationally recognised qualifications such as a Certificate II in Road Transport or similar.

Section 8 – Recognition of Prior Learning (RPL), National Recognition and Credit Transfer

Recognition of Prior Learning is a process by which a prospective student can demonstrate knowledge and competencies currently held, as a result of past experience or training, and through this, possibly gain credit towards a qualification. To apply for RPL complete the enrolment form, indicating RPL is requested by ticking the box and hand to the General Manager.

As a RTO, AWFTC will Nationally Recognise credentials issued by any other RTO in any State/Territory of Australia. National Recognition will be done at no cost to the student and will not require any further assessment.

If you can demonstrate that you have completed, or partially completed, relevant qualifications, statements of attainment or other formal learning AWFTC will recognise and grant credit transfer for all relevant prior learning encompassed in these. Contact the General Manager for further information.

Section 9 – Access, Equity and Privacy

AWFTC and its employees embrace the principles of Occupational Health and Safety and strive to ensure that all potential and current students receive Access and Equity into, and throughout all courses. AWFTC wishes to ensure that any person who meets the entrance requirements has appropriate access to staff, equipment and facilities to ensure they have the best chance to achieve a positive outcome. AWFTC also respects individual's right to Privacy and will meet all requirements of the Privacy Legislation when dealing with Student information and records.

We will not, without your consent, disclose personal information for any purpose other than for the main purpose of fulfilling our business commitment to you except where; it is required or authorized by law or we reasonably believe it is necessary to prevent serious or imminent threat to any person's life, health or safety or the public's health or safety.



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If you have any difficulties during your course we encourage you to talk to your trainer. Students will not be expected to attend classes for more

Section 10 – Student Welfare and Safety

than 8 hours a day. Classes maybe held outside the hours of 0800hrs to 2200 hrs on any day where specific employer or student needs are identified.

Student participation and progress will be monitored by AWFTC trainer/assessors. Students are encouraged to talk to their trainer to gain access

Section 11 – Student Records:

to this information. Should individuals require access to their student files or want a Statement of Attainment of their progress they must apply in writing to the General Manager. If a student should require a re-print of a Statement of Attainment there is a Certificate Reprint procedure, this will incur a cost of \$20 and the appropriate form is available from AWFTC website?.

A VicRoads Certificate of Competency cannot be re-issued by AWFTC (as per Vic Roads Regulations) but arrangements can be made with VicRoads by AWFTC to request a re-issue from VicRoads. Please contact the RTO for further details.

Section 12 – Continuous Improvement

AWFTC is committed to continuous improvement of its operations and will therefore require you (and your employer if applicable) to complete feedback questionnaires during the training. These will be simple and short and we encourage honesty in your comments so that we have opportunity to improve our training services.

Section 13 – Student Conduct, Cheating and Plagiarism

AWFTC is committed to ensuring a safe and productive educational environment. Students will be required to behave in a safe, mature and respectful manner. Students are expected to cooperate with all RTO Staff and Trainers and abide by the RTO Operating procedures.

Cheating and plagiarism is not acceptable at AWFTC. If cheating or plagiarism is identified consequences will occur. Details of these consequences are available by contacting the RTO however a repeated offense will result in the student being expelled from the AWFTC with NO REFUND.

Section 14 – Complaints and Appeals

If you wish to make a complaint about anything related to AWFTC or appeal any decisions may by AWFTC (including assessments) while undertaking the course, an informal resolution is recommended so in the first instance talk to your trainer. Should the Complaint or Appeal not be resolved satisfactorily AWFTC has a formal Complaints and Appeals procedure and form which is available from your trainer, the AWFTC tearoom or contact AWFTC. After exhausting the AWFTC procedures you can contact VicRoads or the National Training Complaints Hotline – 13 38 73 if you are still not happy with the outcome.

Section 15 – Unique Student Identifier

From 1 January 2015 if you are undertaking nationally recognised training delivered by a registered training organisation you will need to have a Unique Student Identifier (USI). The USI gives you access to your online USI account which looks something like this: 3AW88YH9U5. A USI account will contain all your nationally recognised training records and results from 1 January 2015 onwards. Your results from 2015 will be available in your USI account in 2016. One of the main benefits of the USI is that you will have easy access to your training records and results throughout your life. You can access your USI account online from a computer, tablet or smart phone anywhere and anytime. To get your USI follow these steps.

Step 1: Have at least one and preferably two forms of ID ready from the list below:



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- Driver's Licence
- Medicare Card
- Australian Passport
- Birth Certificate (Australian)
- Certificate Of Registration By Descent
- Citizenship Certificate
- Immi Card
- Visa (with Non-Australian Passport) for international students

IMPORTANT: To make sure we keep all of your training records together, the USI will be linked to your name as it appears on the form of ID you used to create the USI. The personal details entered when you create a USI must match exactly with those on your form of ID.

If you do not have proof of ID from the list above, use one of the forms of USI contact details below.

Step 2: Have your personal contact details ready (e.g. email address, or mobile number, or address).

Step 3: Visit the USI website at: usi.gov.au.

Step 4: Select the 'Create a USI' link and follow the steps.

Step 5: Agree to the Terms and Conditions.

Step 6: Follow the instructions to create a USI – it should only take a few minutes. Upon completion, the USI will be displayed on the screen. It will also be sent to your preferred method of contact.

Step 7: You should then write down the USI and keep it somewhere handy and safe.

Note: In the case where a student is granted an exemption from having a USI the result of their training will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript prepared by the Registrar.

For more information please visit: usi.gov.au, email: usi@industry.gov.au or phone the Skilling Australia Information line on 13 38 73

Important:

You **WILL NOT** be issued a Statement of Attainment or a VicRoads Certificate of Completion without a USI having been provided to AWFTC.