



TLILIC2001A LICENSE TO OPERATE A FORKLIFT TRUCK LESSON PLAN-BEGINNER

Resources	
Trainer Resources	Learner Resources
Toyota forklift	Learner guide
Audio visual equipment-Full Powerpoint & DVD's	Assessment instrument
Classroom facilities	Application form (Worksafe)
Traffic signs, devices, shelving, trucks, containers	Learner questionnaires

Duration	2 Days
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DAY ONE		
Timing	Activity	Resources & Notes
0800	Introduction & Housekeeping Introduce the Trainer Housekeeping / OHS Requirements / Worksafe requirements Introduce Learners	<ul style="list-style-type: none"> Student / Course List Application form (Worksafe)
0815	Outcomes and course outline National High Risk Work License Class code LF	<ul style="list-style-type: none"> Learner Guide Refresher Powerpoint Presentation
0830	Presentation <ol style="list-style-type: none"> Plan work Conduct routine checks 	<ul style="list-style-type: none"> Learner Guide Refresher Powerpoint Presentation Toyota forklift Traffic signs, devices, shelving, trucks, containers
0930	Morning Tea	<ul style="list-style-type: none">
0945	Presentation <ol style="list-style-type: none"> Shift load Shut down and secure forklift truck 	<ul style="list-style-type: none"> Learner Guide Refresher Powerpoint Presentation Toyota forklift Traffic signs, devices, shelving, trucks, containers
1230	Lunch	<ul style="list-style-type: none">
1300	Revision	<ul style="list-style-type: none"> Learner Guide

DAY ONE		
Timing	Activity	Resources & Notes
1330	Practical Activity Part One Task 1. Identify hazards Task 2. Pre-start checks Task 3. Post start checks	<ul style="list-style-type: none"> Toyota forklift Traffic signs, devices, shelving, trucks, containers
1430	Afternoon Tea	<ul style="list-style-type: none">
1445	Practical Activity Part Two Task 4. Operate forklift to the full range of its capability Task 5. Shut down procedures	<ul style="list-style-type: none"> Toyota forklift Traffic signs, devices, shelving, trucks, containers
1630	Session Summary Summarise study activities	<ul style="list-style-type: none">

DAY TWO		
Timing	Activity	Resources & Notes
0800	Revision	<ul style="list-style-type: none"> Learner Guide Refresher Powerpoint Presentation
0830	Theory Assessment 66 written questions and 8 calculations questions	<ul style="list-style-type: none"> Assessment instrument
1200	Lunch	<ul style="list-style-type: none">
1230	Practical Assessment Task 1. Identify hazards Task 2. Pre-start checks Task 3. Post start checks Task 4. Operate forklift to the full range of its capability Task 5. Shut down procedures	<ul style="list-style-type: none"> Toyota forklift Traffic signs, devices, shelving, trucks, containers
1615	Session Summary Summarise learning outcomes	<ul style="list-style-type: none">
1625	Feedback Please complete and return the Evaluation Forms.	<ul style="list-style-type: none"> Learner questionnaires
1630	End of Lesson	<ul style="list-style-type: none">

Note: This Lesson Plan is to be used as a guide only.