

Training Course Professionals

FORKLIFT PRE-COURSE INFORMATION

Time to Arrive

- You must arrive 15 minutes before the scheduled start time to check in.
- The course closes for entry 10 minutes after the scheduled course time.
- **Please ensure you read and understand the “Refund and Cancellation” conditions below.**
- **Participants MUST be 18 years of age or older.**

What to Bring

- **Photo Identification (ID).** WorkSafe WA have strict ID regulations, participants must provide photo ID.
- **INSUFFICIENT ID = NO ENTRY** (there are no exceptions to this rule!!)
- **Forms of accepted PHOTO ID:**
 1. Australian Drivers Licence
 2. Australian Passport (current or expired not more than 2 years ago)
 3. State or Federal Government Employee Photo Identity
 4. Western Australian Proof of Age card.

What to Wear

- Casual attire (Jeans, T-shirt etc)
- Closed shoes (you **will not be admitted** with sandals, thongs or the like)
- Weather protection - you will be outside for part of the course.

Prior to Attendance

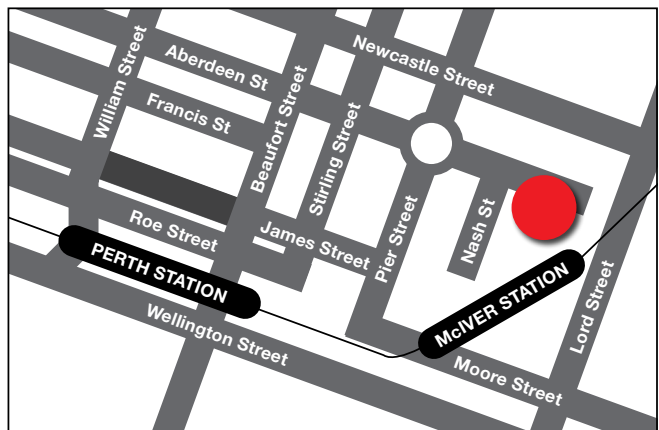
- Forklift course participants must learn all answers to the 97 questions located in the manual provided for the theory assessment. Pay particular attention to the questions marked with a ♣ as these are critical/compulsory.
- **It is recommended that a minimum of 4 hours should be dedicated to completing the pre-reading prior to the course.**

English Language

- Participants undertaking a Forklift Training Course need to possess a clear understanding of both written and verbal English. It is the responsibility of the participant (or any person booking the course on a participants behalf) to ensure that they have a thorough understanding of English that should enable them to understand all theory, practical, written and verbal components of the course.
- The WorkSafe Forklift assessment must be completed in English and interpreters are **NOT** permitted.
- Participants who fail the theory component of the course will incur a rescheduling fee of 50% of the course fee.

Booking Conditions:

- No cancellation or rescheduling is permitted inside 3 days of the course
- Cancellation outside 3 days entails a \$20 fee. Rescheduling outside 3 days entails a \$10 fee
- If you fail to attend a Forklift Course for any reason, including illness, there is no refund of the course fee, regardless of whether you have a doctors certificate.
- The 2-day Forklift Course is held over consecutive days.
- Once starting the course there will be no refund or rescheduling for any reason including illness, regardless of whether you have a doctors certificate.
- On the first day participants must arrive 15 minutes prior to the advertised starting time.
- If you are more than 10 minutes late, do not have the correct ID, or do not wear the correct clothing as required, you will not be admitted. A rescheduling fee of 50% of the course fee applies.
- If you book to do a 2 day Beginners Course but then decide to switch to a 1 day Experienced Course on the day, no refund of the difference of course fee will be paid.



NORTHBRIDGE — FORKLIFT TRAINING CENTRE

Training Course Professionals, Suite 5 / 3 Aberdeen St, Northbridge.
Phone: (08) 9225 5122 Fax: (08) 9225 5922 perth@tcptraining.com

Train - Armadale or Midland or lines: Exit McIver Station, turn right. Walk for 1-minute through the car park to Aberdeen Street. Our office is on the right hand side of the car park.

Train - All other train lines: a. Either take a train one stop to McIver Station (on either the Armadale or Midland Line) and follow above directions, or b) Exit Perth Station follow cycle path as indicated on map or turn onto Beaufort St and then right onto Aberdeen St.

Parking: Free parking on site, otherwise there is pay parking on Aberdeen St. (opposite Nash St).