



REQUIREMENTS FOR ONSITE ORDER PICKER TRAINING AND ASSESSMENTS

You will need to have:

- An order picker that is compliant and in safe working order, which has a capacity of at least 1000kg.
- The manufacturer's operation manual.
- The order picking forklift logbook.
- An area that is clear of pedestrian walk ways and high traffic flow areas.
- Shelving and/or racking which will allow the candidate to demonstrate the following lifts:
 - Low, medium and high level racks
 - Three different loads, suitable for the order picking forklift, at least 50% of the order picker capacity.

Applicants:

The applicants must have appropriate personal protective equipment, being:

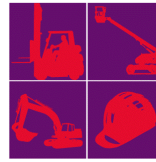
- A safety helmet (if required by the workplace)
- Enclosed footwear (no thongs or sandals)
- High visibility vest or other similar clothing
- Other protective clothing or equipment as required for the workplace

If the above conditions cannot be met, your employee may be trained and tested at our training centre in Northcote.

All applicants must learn our training manual and complete the student workbook as supplied in the booking confirmation email.

All applicants must be 18 years of age or over.

They must have basic English skills, as they will be required to answer test questions in English. (Note: A verbal assessment can be conducted if written English is a challenge.)



They must have current photo ID on the day of assessment.

Suitable ID can be an Australian Driver's Licence, Passport, Licence to Perform High Risk Work, Student ID card with photo, Keypass card, Boat or Firearm's Licence, Victorian Proof of Age or a Government issued ID card.

Employers should be aware that after the applicant passes the assessment, the applicant will receive a temporary licence that is valid for 60 days. Within this 60 day period, the applicant will need to take the paperwork they receive on the day to a participating Victorian Post Office, along with 100 points of ID, a passport quality photo and pay \$60.

If they do **not** do this before the expiry of the temporary licence, it is a WorkSafe Victoria requirement that they be retested.