



## Onsite Requirements Order Picker

### REQUIREMENTS FOR ONSITE ORDER PICKER TRAINING AND ASSESSMENT

#### Onsite requirements:

- 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, including;

- o A safety helmet (if site required)
- o Enclosed footwear (no thongs or sandals)
- o High visibility vest or other similar clothing
- o 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 either of our training centres.

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



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### **Additional requirements:**

All applicants must be 18 years of age or over.

Basic English skills are required, as they will be required to answer test questions in English. (Note: A verbal assessment may be conducted if written English is a challenge.) If applicants have difficulty completing the required workbook, or have difficulty with English language, literacy or numeracy, we suggest contacting our Student Welfare Support on 03 9756 0244.

Applicants must have valid 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 (Notice of Assessment) 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 a WorkSafe licensing fee of \$64.00.

If they do not do this before the expiry of the temporary licence, it is a WorkSafe Victoria requirement that they be retested. Please refer to our Student Handbook and Retest/Reschedule policy for further information.