



**Central
Regional**



Course

Pre-Enrolment Guide

Training Area:

Logistics

Training Product:

AE871

Heavy Vehicle driving operations



Your Future. Your Choice. Your TAFE.

Central Regional TAFE spans four regions and around 57% of Western Australia, with nine campuses delivering training that reflects the industries driving our state's economy. From the Midwest and Wheatbelt to the Gascoyne and Goldfields, our footprint is vast – and so are the opportunities.

Studying regionally connects you directly with the jobs that matter. With most agricultural, health, and construction roles based in regional WA, training close to home ensures you build skills where the demand is.

Each campus is shaped by its community and industries. Whether it's aquaculture on the coast, mining in the Goldfields, or agriculture in the Wheatbelt, we work hand-in-hand with employers to make sure your training is current, practical, and linked to real apprenticeships and work placements.

Wherever you live, your local campus is ready to help you succeed – while keeping skills, jobs, and opportunities right here in regional WA.





Your Campus. Your Training. Your Career.

At Central Regional TAFE, it's all about you. We're here to help you shape the future you want, with the right support every step of the way.

Learn from industry experts who bring real-world knowledge into the classroom and gain the confidence and skills employers are looking for. With over 300 nationally recognised courses – from Certificate I through to Advanced Diploma – plus a wide range of short courses, there's a pathway for every ambition.

We know life is busy, so our flexible and online study options help you balance training with work, family, and everything else you've got going on. Add to that payment plans and tailored support, and achieving your goals has never been easier.

Whether you're leaving school, changing careers, or upskilling, you'll find a place at TAFE – and a pathway to a future that works for you.

Train where you live. Build real skills. Shape a future that works – with Central Regional TAFE.

Course Information

AE871 Heavy Vehicle Driving Operations Skill Set

Release number	1
Required number of units for course completion	8
Duration	3 weeks (5 days per week, 7 hours per day) in class. After the 3 weeks in class driver training and assessment will be scheduled. Important Note: Driver training is not included in the 3 weeks face to face in class <ol style="list-style-type: none"> 1. For Heavy rigid – 11 hours driver training and 1-hour practical driver assessment 2. For Heavy combination– 12 hours driver training and 3-hour practical driver assessment 3. For Multi combination– 12 hours driver training and 3-hour practical driver assessment
Location	Carnarvon Campus, Geraldton Technology Park Campus, Kalgoorlie Campus, Merredin Campus, Moora Campus, Northam Campus and Muresk Campus.
Delivery mode	Face to Face

IS THIS COURSE RIGHT FOR ME?

Before you choose this course, it's a good idea to think about the skills and knowledge you might need. The information below will help you decide if the course is a good fit for you, or if there are areas where you might need some extra support.

Information you need to know about the course

Physical capability:

This course includes both theoretical and practical components. To complete the practical tasks you may require standing for extended periods. The theoretical components involve prolonged periods of seated classroom-based learning.

Certain practical tasks will require manual handling activities, including lifting and moving items, as well as kneeling to inspect the underside of a vehicle. Some practical activities may be conducted outdoors and may involve exposure to varying weather conditions, such as heat, sunlight, and wind.

Additionally, you will be exposed to noise during practical tasks related to loading and unloading activities. You must be physically capable of safely undertaking these requirements to participate in this course.

To be eligible for the drivers licences:

1. Heavy Rigid Licence

To apply for a heavy vehicle class licence, you must not be a provisional licence holder and have held either a:

- Car (C class) licence for at least 2 years, or
- Light rigid (LR) vehicle licence for at least 1 year, or
- Medium Rigid (MR) vehicle licence for at least 1 year.

2. Heavy Combination Licence

To apply to upgrade to a HC class licence, you must not be a provisional licence holder and have held a:

- Car (C class) licence for at least 3 years, and
- Medium Rigid (MR) or Heavy Rigid (HR) licence for at least 1 year.

3. Multi Combination Licence

To apply to upgrade to a MC class licence, you must have held a:

- Car (C class) licence for at least 3 years, and
- Heavy Rigid or Heavy Combination licence for at least 1 year.

Other requirements:

- Have NO Department of Transport Medical Exclusions (that will make you ineligible to sit the test)
- Have NO Department of Transport Licence Restrictions (that will make you ineligible to sit the test)
- Be able to pass drug and alcohol testing.

Forklift Licence (WorkSafe WA Requirements)

- **High risk work license requirement:** To legally operate a forklift in the workplace in Western Australia, you must hold a **High Risk Work Licence (Class LF)** issued by WorkSafe WA in accordance with the National Licensing Standard. This licence is required for powered industrial trucks such as standard counterbalance forklifts and order-picking forklifts.
- **Minimum age:** You must be at least **18 years of age** to apply for and hold a high risk work licence.
- **Training and Assessment** You must complete training and successfully pass both theory and practical assessments for the nationally recognised unit of competency **TLILIC0003 – Licence to operate a forklift truck** delivered by a **Registered Training Organisation (RTO)**. The assessment must be conducted by a WorkSafe-accredited assessor.
- **Language and Numeracy Skills:** You need sufficient English language skills and basic numeracy to understand and complete the training and assessments, including interpreting safety information and performing basic calculations.
- **Identification and Documentation:** To apply for your licence with WorkSafe, you must provide acceptable proof of identity (usually photographic ID such as a passport or driver's licence) and meet identity standards as specified by WorkSafe.
- **Interim Licence:** Once you complete training and assessment successfully, you are issued with a Notice of Assessment that allows you to work for up to **60 days** while your application for the official HRWL is processed.
- **Assessment Conditions – Forklift WorkSafe Knowledge Assessment**
Please note that the Forklift WorkSafe knowledge assessment is a **closed-book assessment**. You are **not permitted** to refer to notes, make notes, use a mobile phone, or access any other resources during the assessment.

Any form of cheating will not be tolerated. If you are found to be cheating in any way, the assessor will immediately stop the assessment and confiscate your assessment paper.

The course lecturer will supply you with a learner guide at least 5 days prior to the assessment. It is imperative that you study for the assessment.

ID photo – you will also be required to supply the lecturer with an official passport photo.

Course Pathways

Students who successfully complete the **AE871 Driving Operations Skill Set** may pursue employment in driving and transport-related roles, subject to licensing requirements and employer conditions.

Possible Job Roles include:

- Delivery Driver
- Courier Driver
- Service or Trade Driver
- Fleet or Vehicle Operations Assistant
- Warehouse or Transport Support Driver
- Entry-level Logistics or Transport Worker

Completion of this skill set may provide a pathway into further training or qualifications within the transport, logistics, or supply chain sectors.

Further details can be found on our website [here](#).

Central Regional TAFE (CR TAFE) Entry Requirements

You must have a Unique Student Identifier (USI) to enrol in and complete any nationally recognised training in Australia. If you do not have a USI or need help getting one, we can assist you with the process.

To enrol in the course you must:

- be a minimum of 18 years of age
- have basic English reading and writing skills. Interpreters are not allowed in this course as per NAI Assessment Guidelines for Persons Performing High Risk Work
- have basic maths skills
- be able to get on and off the forklift and truck using three points of contact, without assistance.
- supply and wear appropriate PPE including:
 - steel capped boots
 - long pants and long-sleeved high vis shirt
- provide ID as per applicant guide issued by WorkSafe WA (Refer Applicant Guide - Application for a High Risk Work Licence) <https://www.commerce.wa.gov.au/publications/applicant-guide-application-high-risk-work-licence>
- hold a valid WA 'C' class driver's Licence continuously for the last two years,
- have NO Department of Transport Medical Exclusions (that will make you ineligible to sit the test)
- have NO Department of Transport Licence Restrictions (that will make you ineligible to sit the test)
- meet the relevant Department of Transport and Major Infrastructure (DTMI) licensing requirements, for either the HR, HC or MC Licences.
- be able to pass drug and alcohol testing.

Before you enrol, CR TAFE is required to review your language, literacy, numeracy and digital (LLND) skills to help you decide if the course is right for you, identify any support you might need, or whether other learning options may be better suited to you at this time.

For this course, the method of LLND review will be

- Online LLND Assessment

Fees and Payments

Whether you are enrolling in individual units and/or full qualifications at CR TAFE, you are responsible for paying the enrolment fee for each unit you enrol in.

Tuition Fee for this course is currently nil

Other charges students required to pay:.,

1. Department of Transport and Major Infrastructure (DTMI) Licence fee:
 - HR - \$87.30 or
 - HC - \$273.70 or
 - MC - \$273.70
2. Worksafe Forklift Licence fee: \$92.
3. Additional Practical Driving Assessments will be at the student's expense (after a failed attempt)

4. On successful completion of the Department of Transport and Major Infrastructure (DTMI Driving Assessment, the student must lodge, in person with Photo ID, the paperwork at Department of Transport and pay an additional processing fee of \$63.50.

Note that the above fees are not determined by Central Regional TAFE and may differ at the time of application for a licence.

Further information on:

- key payment terms and conditions
- availability of any relevant government training entitlements and subsidies
- our withdrawal and refund requirements

is available under the Fees and Payment Options section in the Student Handbook on our website [here](#).

Our Student Business Systems team can help if you are unsure about any fee information. Please refer to the Contacts section, on how to contact us.

Learning Resources

You will need the following learning resources for your course:

- **Learner Guides and Learning Resources** - provided in class for each unit of competency
- **Textbooks** – No Textbooks required
- **Online learning materials** - Provided as and when appropriate.

Resources and equipment you need to bring

You are required to provide (at your own expense) the following list of resources/equipment:

- Steel cap boots
- Hi Vis clothing
- Hat and sunscreen
- Notebook
- Pen
- Water bottle
- Some campuses do not have a canteen, so you need to bring enough food for the day.

CR TAFE online library resources

Our online library has a wide range of electronic resources useful to your course. You can find our online library on the CR TAFE website [here](#). Library staff are available to assist you as required.

Third Party Providers

In the delivery of this course, CR TAFE will work with another individuals or organisation to provide training and/or assessment. Our third party providers will provide training and assessment as and when needed.

Our providers are;

1. South of Perth - BADT Busselton Advanced Driver Training
2. North of Perth - Desert to Coast Driver Training

Work Experience

This course does not require and offer Work Experience.

However TAFE is working with industry professionals who are very interested meeting with and developing relationships with people who have expressed an interest in working in transport and logistics.

You are encouraged to seek work experience.

My Portal

There is a variety of information available to students on our website under [Current Students myPortal](#). Once you are enrolled, the Student Portal will allow you to view the following:

- My application - view the status of your application to study
- My payments - view your payment history and instalment plan details (if relevant)
- My study - view your course details, units and academic records
- My details - view and update your personal information
- My tasks - view any notices from Central Regional TAFE
- Blackboard - links directly to the Blackboard e-learning platform

Recognition of Prior Learning

Recognition of prior learning (RPL) means an assessment process that involves assessment of an individual's relevant prior learning and experience (including skills and knowledge obtained through formal and informal learning) to determine the extent to which the individual meets requirements specified in the training product. If you think you have existing knowledge and skills in one or more of your units of study, you may apply for RPL. Should you apply for RPL, you will be supported through the process by a lecturer. For further information visit our website [here](#).

This is a short-duration course structured around hands-on practical training, with assessments conducted through direct observation of skill demonstrations. In this context, Recognition of Prior Learning (RPL) would not be a suitable option.

Credit

Credit can be given if you have successfully completed a unit of competency that has the same code or is Credit can be given if you have successfully completed a unit or module that has the same code or is deemed equivalent to one in your current course. You may have completed this unit/module at a Registered Training Organisation or at an alternate authorised organisation such as a university.

You will have to provide some evidence you have successfully completed the unit or module. This might include authenticated VET transcripts or other AQF certification documents like Statements of Attainment, Records of Results etc.

You won't be charged for credit. If you think this might apply to you, contact your lecturer to discuss eligibility, the application process and the evidence you need to provide.

Note: CR TAFE will not issue an Award or Statement of Attainment that is achieved wholly through crediting units completed at another RTO.

Appeals and Feedback

CR TAFE values student feedback and recognises that opportunities to improve products and services arise from the effective handling of student complaints. Complaints are processed in a way that balances the interests of students and CR TAFE while making sure the process is fair for everyone.

Students are supported to [provide feedback and make complaints](#). Students have the right to appeal decisions made by the lecturer/assessor and CR TAFE. For example, if you have concerns about your assessment results, please approach your lecturer to discuss the issue and/or refer to our website for details [here](#).

Student Support Services

CR TAFE aims to provide a supportive learning environment for all students. If you have any support needs, either before you enrol or during your course, we encourage you to speak with your lecturer or the Student Support Services team. CR TAFE will provide, or help you access, the support that can assist you in your studies.

Training Support:

You are encouraged to identify any training support that you may need before you enrol and at any point during your learning journey. This may include but not limited to:

- Study Skills

- Accessing and using technology
- Assessments
- Disability support
- Aboriginal and Torres Strait Islander support

Wellbeing Support:

CR TAFE is dedicated to supporting students and to providing a safe and inclusive learning environment for all students including a culturally safe learning environment for Aboriginal people. CR TAFE recognises that student wellbeing is important for a successful learning journey and may provide, or support access to, appropriate services where needed. Wellbeing support may include, but not limited to:

- Counselling and mental health resources (external)
- Career Services and Guidance (internal)
- Financial (fee and debt payment options, scholarships) (internal)
- Abuse, harassment, bullying (internal and external)
- Crisis and Support Lines (external)
- Support for Aboriginal students (internal and external)
- Aboriginal Counselling Support (external)
- Support for students with disability (internal and external)
- Support for international students (internal)

For confidential, no obligation contact information for wellbeing support, please contact our Student Support Services team who can help you with more information on how to access these support services, or go to our [website](#).

Contacts:**Lecturer contact details:****Northam**

Name: Warren Doyle

Phone number: 0411 627 712 (office hours)

Email: warren.doyle@crtafe.wa.edu.au

Geraldton

Name: Hans Brits

Phone number: 9956 2719 (office hours)

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Geraldton

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Geraldton

Portfolio Support Officer

Tyler Price

Phone number: 9956 2756 (office hours)

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To speak to our Student Business System Team, Student Support Services Team, our Technical Support Team, Aboriginal Support Services or your local Access and Equity Inclusion Officer, contact: 1800 672 700 or enquiries@crtafe.wa.edu.au.

Alternatively, you can complete an online enquiry form <https://www.centralregionaltafe.wa.edu.au/contact-us>.

For help with all things career, training and employment, contact our Jobs and Skills Centres at either our Geraldton, Kalgoorlie or Northam campuses, or call 13 64 64 or go to www.jobsandskills.wa.gov.au.

Award

Upon successful completion of this course, you are entitled to an Award and a Record of Achievement. Should you not have successfully completed all the units of competency required for the Award, you are entitled to a Statement of Attainment for the individual units for which you have been assessed as competent.

Further Resources and Information

More information can be found in our Student Handbook, available for download off our website [here](#).

Licensing/Registration Requirements that Apply on Completion

1. After successful completion of all the aspects of the forklift training a license application will be sent to Worksafe.
2. After successful completion of all aspects of the driver training and assessment you will be able to apply for your license at the Department of Transport.

Notification of Changes to the Course

You will be informed in writing by your lecturer of any changes that affect your course after enrolment. You will be supported throughout the change to ensure there is minimal disruption to your learning journey.

Timetable and Training Hours

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	8:30 – 16:00 12:00 – 12:45 lunch break	8:30 – 16:00 12:00 – 12:45 lunch break	8:30 – 16:00 12:00 – 12:45 lunch break	8:30 – 16:00 12:00 – 12:45 lunch break	8:30 – 16:00 12:00 – 12:45 lunch break
Week 2	8:30 – 16:00 12:00 – 12:45 lunch break	8:30 – 16:00 12:00 – 12:45 lunch break	8:30 – 16:00 12:00 – 12:45 lunch break	8:30 – 16:00 12:00 – 12:45 lunch break	8:30 – 16:00 12:00 – 12:45 lunch break
Week 3	8:30 – 16:00 12:00 – 12:45 lunch break	8:30 – 16:00 12:00 – 12:45 lunch break	8:30 – 16:00 12:00 – 12:45 lunch break	8:30 – 16:00 12:00 – 12:45 lunch break	8:30 – 16:00 12:00 – 12:45 lunch break
Driving hours – TBD (to be scheduled after the 3 weeks in class) Practical assessment for Loading and Unloading + Secure Cargo - TBD					

Assessment Methods

For this course, assessments may include the following:

- Knowledge questions: This involves answering questions, either orally or in writing relating to the unit of competency.
- Observations: This involves your assessor or a third party (workplace supervisor) observing you perform tasks in the workplace and/or simulated workplace to check that you have the knowledge and skills required for the unit of competency.
- Project: This involves completing tasks or activities in the workplace and/or simulated workplace to show that you can apply the knowledge and skills required for the unit of competency.

- **Portfolio:** This is a collection of evidence you put together, such as documents, examples of your work, or completed activities, to show that you have the knowledge and skills required for the unit of competency.

Note: The specific assessments required for each unit of competency will be outlined in the Training and Assessment Plan (TAP) for that unit. You will receive a copy of the TAP for each unit when you enrol.

Overview of Training Hours

The table below outlines the units you need to complete. It shows the types of training you are required to do and approximately how much time they should take. This will help you understand how much time you will need to set aside for each unit you are enrolled in.

Note: The delivery order and hours of delivery of the units may change.

National ID	Unit Of Competency	Face to Face	Workshops	Work Placement	Structured Out Of Class Activities	Tutorial Study Support	Total	Assessment	Delivery Mode	Core / Elective	Pre-Requisites National Code/s
TLIA1001	Secure cargo [AVL09]	7.00	0.00		0.00		7.00	3.00	Face To Face	Core	
TLIB0002	Carry out vehicle inspection [OAA32]	8.00	0.00		0.00		8.00	2.00	Face To Face	Core	
TLIC3004	Drive heavy rigid vehicle [AWM98]	18.00	0.00		0.00		18.00	3.00	Face To Face, Third Party	Core	
TLIC3005	Drive heavy combination vehicle [AWM97]	0.00	0.00		0.00		0.00	0.00	Third Party	Core	
TLIC4006	Drive multi-combination vehicle [AWM80]	0.00	0.00		0.00		0.00	0.00	Third Party	Core	
TLID0015	Load and unload goods/cargo [ODQ13]	7.00	0.00		0.00		7.00	3.00	Face To Face	Core	
TLIF0009	Ensure the safety of transport activities (Chain of Responsibility) [OBR24]	11.00	0.00		0.00		11.00	3.00	Face To Face	Core	
TLIF0025	Follow work health and safety procedures [ODP67]	13.00	0.00		0.00		13.00	3.00	Face To Face	Core	
TLIF2010	Apply fatigue management strategies [AVJ44]	9.00	0.00		0.00		9.00	2.00	Face To Face	Core	
TLILIC0003	Licence to operate a forklift truck [OAE42]	17.00	0.00		0.00		17.00	4.00	Face To Face	Core	
	Total	90.00	0.00	0.00	0.00	0.00	90.00	23.00			



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