



NATIONALLY RECOGNISED  
TRAINING

TLILIC0005

# LICENCE TO OPERATE A BOOM-TYPE ELEVATING WORK PLATFORM (BOOM LENGTH 11 METRES OR MORE)

BROCHURE VIC 2025

RELEASED MARCH 2025  
REVIEW - 6 MONTHS

VERSION 2.0  
DOCUMENT UNCONTROLLED WHEN PRINTED

LICENCES <sup>4</sup>  
**WORK**

RTO #91413

# About this Course

Successful completion of this course including meeting the requirements of the Unit of Competency and making an application to WorkSafe VIC results in a Nationally Recognised High Risk Work Licence (WP).

This unit specifies the outcomes required to operate a boom-type elevating work platform (boom length 11 metres or more) for licensing purposes, and involves the operation of a telescoping device, hinged device, or articulated device or any combination of these used to support a platform on which personnel, equipment and materials may be elevated to perform work. The 11 metre boom length is defined as where:

- (a) The vertical distance from the floor of the platform to the surface supporting the elevating work platform with the platform at its maximum height; or
- (b) The nominal reach, measured horizontally from the centre point of rotation to the outer edge of the platform in its most extended position.

This course is designed to develop and confirm the skills and knowledge required to safely and effectively operate a boom-type elevating work platform. On successful completion of this course you will be issued with a Statement of Attainment for the following Unit of Competency;

## **TLILIC0005 Licence to operate a boom-type elevating work platform**

You will also be issued with a Notice of Satisfactory Assessment (NSA); this is an interim licence issued by the WorkSafe VIC Assessor when you pass your assessment. This training and assessment is conducted in line with the Occupational Health & Safety Regulations 2017 (VIC).

## **COURSE INFORMATION**

Our courses include both Standard and Advanced options, combining theory and practical training, followed by an assessment. A separate High Risk Work (HRW) Licence Assessment is required. Regardless of the course chosen, the final outcome remains the same—you will receive the same licence.

### **Standard Course**

**The Standard Course** is designed for new entrants, and is also recommended for all levels of experience (it will help to refresh your skills and knowledge). You will receive your materials online upon booking for this course, so that you may start reading and familiarising yourself with the knowledge required prior to arriving for your course.

**The Standard Course** commences when you book and the time taken to achieve your licence will depend on your progress through the course.

### **Duration**

Typically this course will take up to 40 hours and this includes:

- 3-4 hours of pre-attendance study
- Two 8-hour days for practical training (some assessment also takes place), some study while you wait for your Final HRW Assessment
- Then up to 8 hours for the Final HRW Assessment.

### **Advanced Course**

**The Advanced Course** is a condensed course and as such you will only be admitted into the advanced course if you meet the following pre-requisites:

- You have more than the equivalent of 1 year Elevating Work Platform driving experience in the last 3 years; AND
- You have excellent English reading, writing and comprehension; AND

- You agree to have the online quiz in your student portal completed before attending for your scheduled session
- You will receive access to your online student portal upon booking for this course.

The Advanced Course commences upon booking into the course. The time taken to achieve your licence will depend on your progress through the course.

## Duration

Typically this course will take up to 30 hours and this includes:

- 3-4 hours of pre-attendance study and completion of an online assessment
- One 8-hour day for practical training (some assessment also takes place), some study while you wait for your Final HRW Assessment
- Then up to 8 hours for the Final HRW Assessment.

### Please Note:

It is important that you choose the course suitable for your needs to avoid additional fees as outlined in the terms and conditions for this course.

## Course Pre-Requisites & Requirements

While there are no formal pre-requisites for this course, applicants will be required to have adequate English language, literacy and numeracy skills in order to successfully complete this course.

***Applicants that do not meet the minimum LLN requirements (average English speaking, reading, writing skills) should not undertake this course. Please contact us to undertake an assessment of your LLN levels BEFORE you book or enrol.***

## Where is the course held?

The course is held at one of our training facilities located around VIC. Current locations include:

- Sunshine West

This course may also be delivered in the workplace on request. Delivery in the workplace is by arrangement only and subject to checks including:

- Suitable environment for learning and development
- Access to training props required for effective theory delivery (includes power, projectors/ screens, tables and chairs, classroom/ board room or similar)
- Access to suitable amenities
- Risk Assessment as per our Workplace Health and Safety and Environmental Policy and Procedure and is carried out in line with our Workplace Training Policy.



## WHO CAN DO THIS COURSE?

To participate in this course;

- You must be at least 18 years of age to commence the course;
- WorkSafe VIC assessment (test) requires that you are 18 years of age;
- WorkSafe VIC assessment (test) requires that you have met all training and assessment requirements
- Have the required ID – Refer to the Required ID fact sheet.

## WHAT IS INVOLVED IN GETTING A LICENCE?

- Book your course online or by calling us on (03) 9125 1998.
  - You will receive access to your course by email.
  - Study the pre-course materials to prepare for your course.
  - Attend for your training days at the location as specified on your booking confirmation.
  - Once you have met the requirements of the course (including assessment) then you will be booked in to undertake your WorkSafe VIC Assessment on our site. This test takes up to a full day depending on numbers. Waiting times for assessment could be up to 14 days. This will allow you to study for your assessment. For the Advanced Course, this will occur on the day you are booked for.
  - Once you have passed your WorkSafe VIC test then you will be issued with a Notice of Satisfactory Assessment. This document allows you to now operate an EWP!
  - You will need to apply online within 60 days for your photo licence.
  - You will receive your photo licence in the mail directly from WorkSafe VIC.
- Please note:** Most people will not have any additional fees. As with all courses, there are terms and conditions covering additional training, re-assessment, and cancellations / rescheduling. Please refer to these on our website.

## What is covered in the course?

### TOPICS COVERED INCLUDE

- Legal requirements for the safe operation of Elevating work platforms
- EWP characteristics and capabilities (includes knowledge of load data plates and routine checking)
- Hazard identification and control
- Workplace standards, requirements, policies and procedures for working on an EWP
- Safe operating techniques
- Typical problems encountered
- Adjustments that may be made for correction where required
- Accurately interpret information relating to conducting EWP operations
- Operating an EWP safely (including all functions) to the maximum height and load capacity
- Identifying hazards and assessing risks associated with the operation of the EWP
- Putting into place effective hazard prevention/control measures for the hazards identified
- Safely working at heights and use of related PPE
- Emergency procedures and safety equipment, including the use of a safety harness, energy absorber, lanyard and anchor points
- Using effective communication skills at a sufficient level to communicate with other site personnel (e.g. receiving instructions, interpreting instructions, safety information and procedures)

# Other important information

## WHAT DO I NEED TO BRING?

- 100 points of ID – Refer to the Required ID fact sheet
- Long pants, long sleeve shirt, closed shoes (preferably hard caps, but not compulsory)
- You will not be allowed to do the course in open shoes, skirts, or short sleeve shirts and singlet

## COMPLAINTS & APPEALS

Just Careers Training has a fair and transparent complaints and appeals policy. All complaints will be dealt with in a timely manner and avenues for appeals extend to third party arbitration. The complaints and appeals policy can be found in your Student Handbook on our website.

## LANGUAGE, LITERACY & NUMERACY REQUIREMENTS

This course is delivered in English. To be able to successfully complete our training programs, participants must be able to read and write English to a sufficient standard to work with the supplied texts. You may also be requested to undertake a Language, Literacy and Numeracy assessment.

## RECOGNITION OF PRIOR LEARNING (RPL)

If you feel that you already have the skills and knowledge covered in this course through prior learning, work experiences or general life skills then you may apply for RPL (Recognition of Prior Learning).

This is a process whereby you present evidence of your competency to your assessor who will then assess your evidence against the requirements of the course. Should the evidence meet the requirements of one or more units (even the whole qualification) then you may be awarded the unit(s) and not require

any training or assessment. Where the evidence presented does not meet the requirements then you may apply to attempt an assessment only process to provide the required evidence or simply return to completing the required training followed by assessment. Contact us for further information about RPL assessments.

## ACCESS & EQUITY

Just Careers Training abides by the principles of access and equity and offers this course to all applicants regardless of their gender, social, sexual preferences, and political and/or religious beliefs.

## FLEXIBILITY & REASONABLE ADJUSTMENT

In line with VET principles and as per the requirements set out in the relevant Training Package, there is scope for Reasonable Adjustment of the training and/or assessment requirements set out in this course.

Reasonable Adjustment in training may include the use of learning props and methodologies better suited to the individual's needs, as long as the adjustment in training method is still in line with regulator requirements. Examples of this include the use of videos and presentations, one on one training methods (for parts of the training not requiring work with other individuals) and extended training plans that exceed the standard course duration and format.

Reasonable Adjustment in assessment may include adjusting the assessment methodologies or the tools in order to cater for the needs of the participant. This may include the use of Verbal Assessment in place or written assessments and other variations allowable by the course requirements. Minimum assessment requirements have been set out by in the National Training Package and these cannot be reduced.

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## RE ASSESSMENT, COMPLAINTS AND APPEALS

Our trainers have the experience, abilities and training to effectively assist you in your course by providing well designed training and assessment. During your training you will receive feedback about your performance including suggestions where required. You will also be informed if you are doing exceptionally well!

During training if you or your trainer feels that you require additional support, then there are options to assist you, i.e. extended duration of your course.

After assessment, should your trainer feel that you still require further training (due to results of the assessments in your course) or you need to be reassessed (there is one assessment completed during training, before your HRW Assessment you will be informed of your options.

If you fail your licence assessment, reassessment fees and minimum waiting times also apply to reassessment. There are also time limits on completing your course. We have an effective appeals procedure, which you can find on our website, if you dispute the assessor's findings.

Just Careers Training has a fair and transparent complaints and appeals policy. All complaints will be dealt with in a timely manner and avenues for appeals extend to third party arbitration. The complaints and appeals policy can be found in your Student Handbook on our website.

## ADDITIONAL TRAINING & REFRESHER

Additional training is available at a rate of \$100 per half hour. For refresher training, contact us.

## BOOKING AND ENROLMENT

Book online or by contacting the customer service team at Licences 4 Work.

## FEEES & CHARGES

Refer to our website for current pricing and promotions.  
\* Please read the full terms and conditions

## FURTHER INFORMATION

For further information about this course, please contact Licences 4 Work on (03) 9125 1998 or visit our websites:

[www.licences4work.com.au](http://www.licences4work.com.au)

[www.licences4worknewcastle.com.au](http://www.licences4worknewcastle.com.au)

[www.licences4workbrisbane.com.au](http://www.licences4workbrisbane.com.au)

[www.licences4workperth.com.au](http://www.licences4workperth.com.au)

[www.licences4workmelbourne.com.au](http://www.licences4workmelbourne.com.au)