



# RECORD OF TRAINING LOGBOOK

This booklet can also be used as an evidence record of recognition of prior learning (RPL) and as evidence of formative assessment tasks



## National High Risk Licences

National Standard for Licensing Persons Performing High Risk Work

# Purpose of this Training Record Logbook

This Training Record Logbook has been designed to meet the requirements of the relevant sections of the *National Standard For Licensing Persons Performing High Risk Work* (particularly Sections 5.1, 6.8, 6.9 and 6.10).

## Workplace Training

The national high risk licensing system requires that licence training be delivered under the ‘umbrella’ of a registered training organisation (RTO). However, 6.4 of the National Standards states that:

*6.4 Practical training can be undertaken in the workplace as part of the production work of the trainee, or in a training facility that includes a simulated work environment, or using a combination of both these training environments.*

The Employer, in consultation with the RTO, needs to discuss the role this ‘Training Record Logbook’ can have in the overall training process.

As a minimum requirement, it is expected that the person supervising a trainee must hold the licence in the licence class that is being supervised, eg. Forklift Truck. A general rule of thumb is that the trainee must be within earshot and eyesight of the supervising person **at all times**.

## Recognition of Prior Learning (RPL)

As well as being a record of training, this logbook can also be used as a document to record evidence of RPL.

## Formative Assessment

Formative assessment requires trainers to make regular checks of learner’s needs in order to shape training accordingly. This logbook can be used to conduct assessment tasks and record any further training that was necessary.

# Requirements of a training record logbook

The relevant sections of the *National Standard For Licensing Persons Performing High Risk Work* have been printed below.

## Supervision

- 6.6 A trainee must always be under the direct supervision of a person who holds a licence relating to the high risk work being supervised, unless the person who oversees the practical training judges, and can demonstrate, that:
- (a) the circumstances of a particular task make this degree of supervision impractical or unnecessary; and
  - (b) the level of the trainee's competency is such that direct supervision can be reduced; and
  - (c) a lesser degree of supervision would not place the trainee or any other person at risk.

## Records of training and assessment

- 6.8 A trainee undertaking training in the workplace must maintain a written record of practical training that consists of the following information:
- (a) the trainee's name and address;
  - (b) the name of the RTO supervising the training;
  - (c) the dates and times on which the trainee performed the high risk work;
  - (d) information about the tasks performed, including the type of equipment used or operated and the outcomes achieved;
  - (e) a signed entry by the person who supervised each occasion of training which includes the person's name and licence number.
- 6.9 The information in paragraphs 6.8 (c), (d) and (e) must be recorded at the completion of each training session.
- 6.10 In addition to requirement under the AQTF, an RTO must retain all records relating to the training and assessment for a period established by the licensing authority in consultation with the relevant state/territory registering body.

# Practical Training in the Workplace

The national high risk licensing system mandates that licence training be delivered under the 'umbrella' of a registered training organisation (RTO). However, 6.4 of the National Standards states that practical training can be undertaken in the workplace as part of the productive work of the trainee, or in a training facility that includes a simulated work environment, or using a combination of both these training environments.

## Do I need to use this Training Record Logbook?

Yes, if you are undertaking one of the following high risk units of competency identified by the *National Standard for Licensing Persons Performing High Risk Work*.

## Training Package:

### CPC08 Construction, Plumbing and Services Integrated Framework Training Package

CPCCLBM3001	Licence to operate a concrete placing boom
CPCCLDG3001	Licence to perform dogging
CPCCLHS3001	Licence to operate a personnel and materials hoist
CPCCLHS3002	Licence to operate a materials hoist
CPCCLRG3001	Licence to perform rigging–basic
CPCCLRG3002	Licence to perform rigging–intermediate
CPCCLRG4001	Licence to perform rigging–advanced
CPCCLSF2001	Licence to erect, alter and dismantle scaffolding–basic
CPCCLSF3001	Licence to erect, alter and dismantle scaffolding–intermediate
CPCCLSF4001	Licence to erect, alter and dismantle scaffolding–advanced
CPCCLTC4001	Licence to operate a tower crane
CPCCLTC4002	Licence to operate a self-erecting tower crane



## Training Package:

### TLI Transport and Logistics Training Package

TLILIC0003	Licence to operate a forklift truck
TLILIC0004	Licence to operate an order picking forklift truck
TLILIC0022	Licence to operate a slewing mobile crane (up to 20 tonnes)
TLILIC0023	Licence to operate a slewing mobile crane (up to 60 tonnes)
TLILIC0021	Licence to operate a slewing mobile crane (up to 100 tonnes)
TLILIC0020	Licence to operate a slewing mobile crane (over 100 tonnes)
TLILIC0018	Licence to operate a non-slewing mobile crane (greater than 3 tonnes capacity)
TLILIC0024	Licence to operate a vehicle loading crane (capacity ten metre tonnes and above)
TLILIC0005	Licence to operate a boom-type elevating work platform (boom length 11 metres or more)
TLILIC30006	Licence to operate a bridge and gantry crane
TLILIC30017	Licence to operate a derrick crane
TLILIC30009	Licence to operate a portal boom crane
UEPOPL004	Licence to operate a steam turbine
UEPOPL002	Licence to operate a reciprocating steam engine

*Note: Earthmoving machinery has not been included in the new national system although this may be reviewed in the future.*



# Summary Record of Training Covered to Date

RTO to fill out details of the unit being trained to. Write the Performance Criteria being covered. Then when completed by learner place a tick in the box. A Performance Criteria can be practised more than once. (RTOs: Fill in Unit, Element and Performance Criteria)

Unit of Competency: \_\_\_\_\_

Code: \_\_\_\_\_

## Element 1

PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>
PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>
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## Element 2

PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>	PC _____	<input type="checkbox"/>
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Date & Time	Number of hours	Machine Details	Evidence Gathered Description of work/task/training.
Date: 2/10/2017 Start time: 10 am pm	20 minutes	Toyota 7FG25 Capacity: 2.5 tonne Lift Height: 4 m	A post-operational check was done. A leak in a hydraulic hose was found. This could lead to brake failure. A warning notice was put on the forklift to stop other people from using it.
Date: 3/10/2017 Start time: am 3 pm	10 minutes	Toyota 6FG15 Capacity: 1.5 tonne Lift Height: 3.7 m	Had to lift load of 1800 kg. Checked the data plate. The forklift could lift 2000 kg at 600 mm load centre distance.
Date: 4/10/2017 Start time: 11.30 am pm	2 hours	Toyota 7FG25 Capacity: 2.5 tonne Lift Height: 4 m	Worked on loading racking. Used forward tilt, raised forks, lowered forks and used backward tilt.

Evidence Gathered Description of work/task/training.	Outcome achieved Performance criteria (RTO to record)	Supervising person to sign on each training occasion (this person must hold a current licence)
The keys were removed and the fault was reported to the supervisor.	Element 2 PC 2.8	Name: Joseph Burrows Signed: Joseph Burrows Class: Forklift Truck Cert No: 323 565 1 State of Issue: NSW Issue Date: 26 / 01 / 2016
The load was okay to lift.	Element 3 PC 3.1	Name: Joseph Burrows Signed: Joseph Burrows Class: Forklift Truck Cert No: 323 565 1 State of Issue: NSW Issue Date: 26 / 01 / 2016
All working well.	Element 3 PC 3.4	Name: Joseph Burrows Signed: Joseph Burrows Class: Forklift Truck Cert No: 323 565 1 State of Issue: NSW Issue Date: 26 / 01 / 2016



Date & Time	Number of hours	Machine Details	Evidence Gathered Description of work/task/training.
Date: / / ..... Start time: ..... am ..... pm			
Date: / / ..... Start time: ..... am ..... pm			
Date: / / ..... Start time: ..... am ..... pm			

SAMPLE

<b>Evidence Gathered</b> <b>Description of work/task/training.</b>	<b>Outcome achieved</b> <b>Performance criteria</b> <b>(RTO to record)</b>	<b>Supervising person to sign on each training occasion</b> <b>(this person must hold a current licence)</b>
		Name: ..... Signed: ..... Class: ..... Cert No: ..... State of Issue: ..... Issue Date: .....
		Name: ..... Signed: ..... Class: ..... Cert No: ..... State of Issue: ..... Issue Date: .....
		Name: ..... Signed: ..... Class: ..... Cert No: ..... State of Issue: ..... Issue Date: .....

SAMPLE