



Australian Government

**Assessment Requirements for HLTHSS004
Handle and move equipment, goods and
mail**

Release: 1

Assessment Requirements for HLT HSS004 Handle and move equipment, goods and mail

Modification History

Release	Comments
Release 1	<p>This version was released in <i>HLT Health Training Package release 3.0</i> and meets the requirements of the 2012 Standards for Training Packages.</p> <p>Significant changes to the elements and performance criteria. New evidence requirements for assessment, including volume and frequency requirements. Significant change to knowledge evidence.</p> <p>Supersedes HLTMS204D</p>

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in the elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:

- followed the correct procedures to deliver equipment, goods and mail both internally and externally on at least 2 separate occasions, including reading instructions and completing documentation requirements.

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in the elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:

- relevant organisation procedures relating to:
 - manual handling
 - infection control
 - personal protective equipment
 - privacy and confidentiality
 - security
 - delivery points, routes and schedules

- precautions for adverse weather conditions
- handling, moving or transporting:
 - electronic, computer and mechanical equipment
 - beds and furniture
 - parcels, mail and boxes
 - fragile and perishable items
 - confidential items
 - pathology specimens
 - hazardous substances.

Assessment Conditions

Skills must have been demonstrated in a workplace or a simulated environment that reflects workplace conditions. The following conditions must be met for this unit:

- use of suitable facilities equipment and resources including:
 - transport equipment
 - sorting equipment for mail
 - organisation policies and procedures manuals
- modelling of industry operating conditions.

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705>