



**Australian Government**

# **Assessment Requirements for TLIA2042**

## **Despatch mail**

**Release: 1**

# Assessment Requirements for TLIA2042 Despatch mail

## Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

## Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- applying safety and security precautions and required action to minimise, control or eliminate identified hazards
- completing relevant documentation
- identifying, selecting and using relevant equipment, processes and procedures
- interpreting and applying relevant agreements, codes of practice or other legislative requirements
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with workplace operating procedures
- reading and interpreting relevant instructions, procedures and labels
- selecting and using required personal protective equipment (PPE) conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

## Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- operating work systems, equipment, management and site operating systems, site layout, and workplace procedures and policies for despatching mail
- performance standards and regulations relevant to mail operations
- problems that may occur when despatching mail and appropriate action that can be taken to resolve or avoid these problems

- relevant WHS/OHS and environmental protection procedures and guidelines including relevant PPE and procedures for its use
- safety and security hazards that may occur when despatching mail and ways of controlling the risks involved.

## Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

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Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>