TLIA2042 Despatch mail

Release: 1

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.

Application

This unit involves the skills and knowledge required to despatch mail in accordance with regulatory and workplace requirements.

It includes preparing to and despatching mail, and completing despatch operations. It also includes all actions from the receipt of mail for consolidation to the despatch and maintenance of records.

Work is normally performed under general supervision, usually within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare to despatch mail	1.1 Individual and work team priorities and responsibilities are identified and confirmed
	1.2 Hazards are identified, risks are assessed and control measures are implemented

	1.3	All work health safety (WHS)/occupational health and safety (OHS) and workplace environment protection procedures and requirements are identified, accessed and applied
	1.4	Mail to be despatched is identified and accessed, and priority for despatching is established
2 Despatch mail	2.1	Internal operating procedures and standards are applied to processing mail
	2.2	Mail is processed accurately and correctly in accordance with priority for despatching
	2.3	Mail is handled and equipment is operated safely to minimise risk of injury to people and damage to mail
	2.4	Mail to be despatched is weighed and/or scanned to ensure it is in accordance with workplace procedures
	2.5	Mail is placed in appropriate mail transport devices for despatch
	2.6	Mail transport devices are moved to holding/loading areas in accordance with workplace procedures
3 Complete despatch of mail	3.1	Information required to complete records of mail despatched is provided and recorded, and records are processed in accordance with workplace procedures
	3.2	Excess equipment is removed and work area is prepared for next activity/shift

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIA2042A Despatch mail.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851