



Australian Government

TLIA2043 Consolidate mail

Release: 1

TLIA2043 Consolidate 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 consolidate mail in accordance with regulations and workplace requirements.

It includes preparing for and consolidating mail, and completing mail consolidation process.

It also includes the initial identification and separation of mail prior to movement to the despatch dock as part of work activities in the postal and allied industries.

Work is performed under some supervision generally 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

Elements describe the essential outcomes.

1 Prepare for consolidation of mail

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

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 environment protection procedures and requirements for the workplace are identified, accessed and applied

1.4 Mail to be consolidated is identified and accessed

2 Consolidate mail

2.1 Internal operating procedures and standards are applied to the consolidation of mail

2.2 Mail is consolidated accurately and correctly in accordance with workplace requirements

2.3 Mail is handled safely to minimise risk of injury to people and damage to mail

2.4 Mail to be consolidated is placed into mail containers for movement to next process point

3 Complete consolidation of mail

3.1 Mail containers are sealed and labelled accurately and correctly in accordance with workplace procedures

3.2 Information required to complete records of mail processed is provided and recorded, and records are processed in accordance with workplace procedures

3.3 Mail containers are transferred to designated storage area to await movement to next processing point using appropriate shifting equipment

3.4 Excess equipment is removed from work area and is stored appropriately

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 TLIA2043A Consolidate mail.

Links

Companion Volume implementation guides are found in VETNet -

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