TLIA2046 Process parcels and letters

Release: 1

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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 manually process parcels and letters in accordance with regulations and workplace requirements.

It includes preparing and carrying out the processing of parcels and mail manually, and completing all processing operations. It also includes all actions after receipt, from streaming up to immediately prior to despatch, as part of work activities.

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	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Prepare to process parcels and mail manually	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	Availability of parcels and mail to be processed is identified and confirmed
	1.5	Appropriate sort-plan is identified, accessed and applied
	1.6	Parcels and mail to be processed are transferred to processing point
	1.7	Labels for identifying mail destination are created and affixed to trays
2 Process parcels and mail manually	2.1	Operating procedures and performance standards are applied to manual processing of parcels and mail
	2.2	Parcels and mail are processed accurately and correctly in accordance with priority for processing
	2.3	Parcels and mail are handled safely to minimise risk of injury to people and damage to parcels
	2.4	Parcels and mail incorrectly classified and non-conforming items are identified, separated and re-processed
	2.5	Parcels and mail are sorted to their correct destination and placed in appropriate mail container for distribution
3 Complete parcels and mail process	3.1	Parcel and mail containers/bag racks are cleared down, sealed and labelled
	3.2	Parcel and mail containers are weighed and labelled in accordance with workplace procedures
	3.3	Information required to complete records of parcels and mail processed is provided and recorded, and records are processed in accordance with workplace procedures
	3.4	Parcels and mail are transferred to next processing point using appropriate shifting equipment, and labels are scanned as required
	3.5	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 TLIA2046A Process parcels and letters.

Links

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