



**Australian Government**

# **TLID2029 Prepare articles for delivery**

**Release: 1**

# TLID2029 Prepare articles for delivery

## 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 prepare mail articles for delivery in accordance with relevant regulations for transporting articles for courier delivery.

It includes checking, organising and storing articles for delivery, and maintaining all required records.

Work is performed under indirect supervision.

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

## Pre-requisite Unit

Not applicable.

## Competency Field

D – Load Handling

## Unit Sector

Not applicable.

## Elements and Performance Criteria

### ELEMENTS

Elements describe the essential outcomes.

#### **1 Check and organise articles for delivery**

### PERFORMANCE CRITERIA

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

- 1.1 Hazards are identified, risks are assessed and control measures are implemented
- 1.2 Articles are inspected to ensure they meet all specified criteria
- 1.3 Articles for delivery are sorted into groups in accordance

- with specified sorting criteria
- 1.4 Articles that cannot be delivered due to defects or other mitigating factors are sorted and dealt with in accordance with workplace procedures
  - 1.5 Processing of articles is monitored to ensure a secure and effective workflow
- 2 Store articles for delivery**
- 2.1 Appropriate manual handling practices are used to shift and sort articles
  - 2.2 Groups of articles for delivery are stored in appropriate areas and are clearly identified for delivery type and run
  - 2.3 Security requirements and activities to ensure appropriate access to stored articles are followed in accordance with workplace procedures
- 3 Maintain records**
- 3.1 Required records and/or notices for registered mail, classified mail, parcels and defective mail are completed in accordance with workplace procedures
  - 3.2 Records are stored in accordance with workplace procedures

## 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 TLID2029A Prepare articles for delivery.

## Links

Companion Volume implementation guides are found in VETNet -

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