



**Australian Government**

**Assessment Requirements for TLIW3006  
Operate computerised mail and parcels  
sorting equipment**

**Release: 1**

# Assessment Requirements for TLIW3006 Operate computerised mail and parcels sorting equipment

## 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
- communicating effectively with others
- completing relevant documentation
- identifying and correctly using relevant equipment
- interpreting and applying relevant agreements, codes of practice and other legislative requirements
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- planning and monitoring work schedule, predicting consequences and identifying improvements
- reading and interpreting relevant instructions, procedures, information and signs
- selecting and using required personal protective equipment
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to 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:

- Australian and international codes and regulations relevant to mail operations
- hazards that may occur when operating computerised mail and parcels sorting equipment and ways of controlling the risks involved
- operational work systems, equipment, management and site operating systems for operating computerised mail and parcels sorting equipment
- problems that may occur and appropriate action that can be taken to resolve/avoid these problems
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and guidelines
- relevant personal protective equipment and procedures for its use
- requirements of automated mail processing systems, operations and relevant equipment
- site layout
- workplace procedures and policies for operating computerised mail and parcels sorting equipment.

## 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>

