



Australian Government

TLIW3006 Operate computerised mail and parcels sorting equipment

Release: 1

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.

Application

This unit involves the skills and knowledge required to operate computerised mail and parcels sorting equipment in accordance with regulations and workplace requirements.

It includes setting up and operating mail and parcels sorting equipment, and completing the sorting process for mail and parcels as required.

The process includes containerising processed mail and parcels for transfer to the next processing or distribution point.

Work is normally performed under general supervision, usually in a team or outstation environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

W – Equipment and Systems Operations

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Set up mail and parcels sorting equipment for operation

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 Relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and

requirements for mail and parcels sorting equipment are identified, accessed and applied

- 1.3 Availability of mail and parcels to be sorted is identified and confirmed
- 1.4 Appropriate equipment configuration and sort plan is identified, accessed and applied
- 1.5 Mail and parcels to be sorted are transferred to sorting point
- 1.6 Labels for identifying the destination of mail are created and affixed to trays

2 Operate mail and parcels sorting equipment

- 2.1 Internal operating procedures and equipment operating procedures are applied
- 2.2 Mail and parcels are sorted accurately and correctly in compliance with priority for sorting
- 2.3 Mail and parcels are handled safely to minimise risk of injury to people and damage to mail, parcels and processing equipment
- 2.4 Mail and parcels incorrectly classified and non-conforming items are identified, separated and re-processed
- 2.5 Mail and parcels sorted to their correct destination are placed in appropriate mail container for distribution

3 Complete sorting process for mail and parcels

- 3.1 Mail and parcels stackers/containers/bags are cleared down, sealed and labelled in accordance with workplace procedures
- 3.2 Mail and parcels are transferred to next sorting point using appropriate shifting equipment, and labels are scanned as required
- 3.3 Information required to complete records of mail and parcels processed is confirmed and recorded
- 3.4 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 TLIW3006A Operate computerised mail and parcels sorting equipment.

Links

Companion Volume implementation guides are found in VETNet -

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