



Australian Government

TLIW3008 Carry out culler facer canceller operations

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 carry out culler facer canceller (CFC) operations in accordance with regulations and workplace requirements relating to processing mail and parcels.

It includes preparing to use the CFC machine and completing all CFC operations to attain and maintain optimum performance of the culling, facing and cancelling processes.

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 Prepare to use CFC machine

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 Work health and safety (WHS)/occupational health and safety (OHS) and workplace environmental protection procedures and requirements, including housekeeping, are identified, accessed and

applied

- 1.3 Mail to be processed is transferred to processing point and is culled as necessary
 - 1.4 Mail is handled and machinery/equipment is operated safely to minimise risk of injury to people and damage to mail or machinery
- 2 Complete CFC operations**
- 2.1 Culled mail is loaded into CFC in accordance with workplace procedures
 - 2.2 Reject mail from CFC process is processed manually by sorting or hand stamping
 - 2.3 Cancelled mail is transferred to next process point
 - 2.4 Information required to complete records of mail processed is provided and recorded at times specified in workplace procedures
 - 2.5 Machine is checked and loose letters are removed at conclusion of process
 - 2.6 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 TLIW3008A Carry out culler facer canceller (CFC) operations.

Links

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

