



Australian Government

TLIA0032 Sort and consolidate mail and parcels

Release: 1

TLIA0032 Sort and consolidate mail and parcels

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 sort and consolidate mail and parcels.

It includes preparing the work area, sorting and consolidating mail and parcels efficiently for further processing or distribution. It also includes despatching mail items and completing relevant documentation.

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

A – Handling Cargo/Stock.

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Prepare to sort mail items

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 Hazards are identified, risks are assessed, and control measures are implemented.

- 1.3 Relevant work health and safety (WHS)/occupational health and safety (OHS) and workplace policies and procedures are applied
- 1.4 Mail and parcels to be sorted and consolidated are transferred to processing point
- 1.5 Labels for identifying dispatch of outward mail and parcels are created and affixed to appropriate mail transport devices
- 2 Sort and consolidate mail items**
 - 2.1 Internal operating procedures and standards are applied to the processing of mail and parcels
 - 2.2 Mail and parcels are inspected to ensure all criteria have been met
 - 2.3 Mail and parcels are processed accurately and correctly in compliance with priority despatching
 - 2.4 Mail and parcels are handled safely to minimise risk of injury to people and damage to mail and parcels
 - 2.5 Mail and parcels incorrectly classified and non-conforming mail and parcels are identified, separated and re-processed in accordance with workplace procedures
 - 2.6 Legal requirements and workplace policies and procedures in relation to the security of mail and parcels are followed
 - 2.7 Mail to be despatched is weighed and scanned to ensure it is in accordance with workplace procedures
- 3 Despatch mail items and complete documentation**
 - 3.1 Mail and parcels are placed in appropriate mail transport devices for despatch
 - 3.2 Mail transport devices are moved to holding/loading areas in accordance with workplace procedures
 - 3.3 Mail and parcels are transferred to next processing or distribution point using appropriate load shifting equipment and labels are scanned, as required
 - 3.4 Information required to complete records of mail and parcels processed is provided, recorded and 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 TLI Transport and Logistics Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is not equivalent to TLIA2041 Manually sort mail and parcels.

This unit replaces and is not equivalent to TLIA2042 Despatch mail.

This unit replaces and is not equivalent to TLIA2043 Consolidate mail.

This unit replaces and is not equivalent to TLIA2044 Carry out delivery operations.

This unit replaces and is not equivalent to TLIA2045 Process international parcels and letters.

This unit replaces and is not equivalent to TLIA2046 Process parcels and letters.

This unit replaces and is not equivalent to TLIA2047 Stream mail.

This unit replaces and is not equivalent to TLID2029 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>

Assessment Requirements for TLIA0032 Sort and consolidate mail and parcels

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- applying safety precautions and required action to minimise, control or eliminate identified hazards
- completing relevant documentation
- identifying, selecting and using relevant equipment, processes and procedures
- implementing contingency plans
- operating and adapting to differences in equipment and systems in accordance with operating procedures
- planning and prioritising own work, predicting consequences and identifying improvements
- reading, interpreting and following relevant instructions, procedures and information
- selecting and using required personal protective equipment (PPE) conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and include knowledge of:

- operational work systems, equipment, management and site operating systems for sorting and consolidating mail and parcels
- relevant WHS/OHS procedures and guidelines, including relevant PPE and procedures for use
- requirements of mail sorting and consolidating systems, operations and relevant equipment
- workplace policies and procedures for sorting and consolidating mail and parcels.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training

Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

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 must include access to:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and PPE currently used in industry
- applicable documentation, including legislation, regulations, codes of practice, workplace procedures and operation manuals.

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