



Australian Government

TLIA2041 Manually sort mail and parcels

Release: 1

TLIA2041 Manually sort 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 manually sort mail and parcels in accordance with workplace requirements, as part of work activities in the postal and allied industries.

It includes carrying out required preparations of the work area, manually sorting mail and parcels as well as finalising the required sorting processes.

The sorting processes include accurately and efficiently organising mail and parcels into groups for further processing or distribution, and containerising processed mail and parcels ready 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

A – Handling Cargo/Stock

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Prepare to sort mail and parcels manually

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 All work health and safety (WHS)/occupational health and

safety (OHS) and environmental protection workplace procedures and requirements are identified, accessed and applied

1.3 Availability of mail and parcels to be processed is identified and confirmed

1.4 Mail and parcels to be processed are transferred to processing point

1.5 Labels for identifying the destination of mail are created and affixed to trays

2 Sort mail and parcels manually

2.1 Internal operating procedures and standards are applied to the manual processing of parcels and mail

2.2 Mail and parcels are inspected to ensure all criteria have been met

2.3 Mail and parcels are sorted accurately and correctly in compliance with priority for processing and manual sorting procedures

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 that are damaged, underpaid, incorrectly classified, or are non-conforming 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

3 Complete process for manually sorting mail and parcels

3.1 Mail and parcel sorting frames/bag racks are cleared down, and mail and parcel containers/bags are sealed and labelled in accordance with workplace procedures

3.2 Mail and parcels are transferred to next processing or distribution point using appropriate shifting equipment and labels are scanned as required

3.3 Information required to complete records of mail and parcels processed is provided 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 TLIA2041A Manually sort mail and parcels.

Links

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