



Australian Government

TLIA2042 Despatch mail

Release: 1

TLIA2042 Despatch mail

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 despatch mail in accordance with regulatory and workplace requirements.

It includes preparing to and despatching mail, and completing despatch operations. It also includes all actions from the receipt of mail for consolidation to the despatch and maintenance of records.

Work is normally performed under general supervision, usually within a team 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

PERFORMANCE CRITERIA

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

1 Prepare to despatch mail

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 All work health safety (WHS)/occupational health and safety (OHS) and workplace environment protection procedures and requirements are identified, accessed and applied
- 1.4 Mail to be despatched is identified and accessed, and priority for despatching is established
- 2 Despatch mail**
 - 2.1 Internal operating procedures and standards are applied to processing mail
 - 2.2 Mail is processed accurately and correctly in accordance with priority for despatching
 - 2.3 Mail is handled and equipment is operated safely to minimise risk of injury to people and damage to mail
 - 2.4 Mail to be despatched is weighed and/or scanned to ensure it is in accordance with workplace procedures
 - 2.5 Mail is placed in appropriate mail transport devices for despatch
 - 2.6 Mail transport devices are moved to holding/loading areas in accordance with workplace procedures
- 3 Complete despatch of mail**
 - 3.1 Information required to complete records of mail despatched is provided and recorded, and records are processed in accordance with workplace procedures
 - 3.2 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 TLIA2042A Despatch mail.

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 TLIA2042 Despatch mail

Modification History

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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
- applying safety and security precautions and required action to minimise, control or eliminate identified hazards
- completing relevant documentation
- identifying, selecting and using relevant equipment, processes and procedures
- interpreting and applying relevant agreements, codes of practice or other legislative requirements
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with workplace operating procedures
- reading and interpreting relevant instructions, procedures and labels
- selecting and using required personal protective equipment (PPE) conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- working collaboratively with others
- 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 of the requirements of the elements and performance criteria and include knowledge of:

- operating work systems, equipment, management and site operating systems, site layout, and workplace procedures and policies for despatching mail
- performance standards and regulations relevant to mail operations
- problems that may occur when despatching mail and appropriate action that can be taken to resolve or avoid these problems

- relevant WHS/OHS and environmental protection procedures and guidelines including relevant PPE and procedures for its use
- safety and security hazards that may occur when despatching mail and ways of controlling the risks involved.

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

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