



Australian Government

TLIA2045 Process international parcels and letters

Release: 1

TLIA2045 Process international parcels and letters

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 prepare and process international parcels and letters for both air and surface movement, in accordance with regulations and workplace requirements within the transport and logistics industry.

It includes preparing to process international parcels and mail, processing airmail parcels and letters, and processing economy air surface parcels.

Work is performed under some supervision generally 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

Elements describe the essential outcomes.

1 Prepare to process international parcels and mail

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 All work health safety (WHS)/occupational health and safety (OHS) and workplace environment protection procedures and requirements are identified, accessed and applied
 - 1.4 Availability of parcels and mail for processing is identified and confirmed
 - 1.5 Parcels and mail received from streaming are segregated into airmail, economy air and surface categories
 - 1.6 Mail and parcels are weighed prior to processing
- 2 Process airmail parcels and letters**
- 2.1 Operating procedures and performance standards are applied to sorting parcels and letters
 - 2.2 Parcels are handled safely to minimise risk of injury to people and damage to parcels and letters
 - 2.3 Airmail parcels are quarantined for stipulated period
 - 2.4 Parcels and letters are sorted accurately and correctly by nation, in accordance with established priorities
 - 2.5 Parcels and letters are documented and placed in appropriate containers
 - 2.6 Completed bags are weighed and labels are generated and scanned
 - 2.7 Containers of parcels are moved to consolidation/despatch area
 - 2.8 Excess equipment is removed and work area is prepared for next activity/shift
 - 2.9 International parcels and letters processes and surveys are conducted as required
 - 2.10 Parcels and letters incorrectly classified and non-conforming items are identified, separated and re-sorted
- 3 Process economy air surface parcels**
- 3.1 Operating procedures and performance standards are applied to sorting parcels and mail
 - 3.2 Economy air and surface parcels and mail are held in temporary storage for the service standard time
 - 3.3 Parcels and mail are scanned and sorted accurately and correctly by nation in accordance with established practices

- 3.4 Parcels and mail are documented and placed in containers
- 3.5 Containers of parcels and mail are moved to consolidation/despatch area using correct shifting equipment and labels
- 3.6 Excess equipment is removed and work area is prepared for next activity/shift
- 3.7 Information required to complete record of mail and parcels is provided and recorded, and records are processed 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 Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIA2045A Process international parcels and letters.

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 TLIA2045 Process international parcels and letters

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
- communicating and working effectively with others
- completing relevant documentation
- identifying, selecting and using relevant equipment, processes and procedures
- implementing contingency plans
- interpreting and applying relevant agreements, codes of practice, workplace procedures and 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
- planning own work, predicting consequences and identifying improvements
- reading, interpreting and following relevant instructions, procedures and labels
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using required personal protective equipment 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 mail 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:

- operational work systems, equipment, management and site operating systems for processing international parcels and letters
- performance standards and regulations relevant to mail operations
- problems that may occur when processing international parcels and letters and appropriate action that can be taken to resolve/avoid these problems
- relevant WHS/OHS and environmental protection procedures and guidelines
- requirements of international parcels processing systems, operations and relevant equipment
- safety and security hazards that may occur when processing international parcels and letters, and ways of controlling the risks involved
- site layout
- workplace procedures and policies for the processing of international parcels and letters.

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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