



Australian Government

TLIA2047 Stream mail

Release: 1

TLIA2047 Stream 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 stream mail in readiness for the next stage of processing, in accordance with regulations and workplace requirements.

It includes preparing to stream mail and carrying out the task of streaming mail in accordance with workplace procedures, and finalising all required streaming operations.

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 stream mail | 1.1 Individual and work team priorities and responsibilities are identified and confirmed |
| | 1.2 All work health safety (WHS)/occupational health and safety (OHS) and workplace environment protection procedures and requirements are identified, accessed and applied |

- 1.3 Mail to be streamed is identified, accessed and prepared
- 2 Stream mail**
 - 2.1 Internal operating procedures and standards are applied to streaming mail
 - 2.2 Mail is categorised and streamed accurately and correctly in accordance with priority for streaming
 - 2.3 Mail is handled safely to minimise risk of injury to people and damage to mail
- 3 Complete mail streaming**
 - 3.1 Mail containers are loaded onto appropriate mail movement device and labelled
 - 3.2 Information required to complete records of mail processed is provided and recorded, and record are processed in accordance with workplace procedures
 - 3.3 Mail containers are transferred to next processing point using appropriate shifting equipment
 - 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 TLIA2047A Stream mail.

Links

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