



Australian Government

TLID2029 Prepare articles for delivery

Release: 1

TLID2029 Prepare articles for delivery

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 mail articles for delivery in accordance with relevant regulations for transporting articles for courier delivery.

It includes checking, organising and storing articles for delivery, and maintaining all required records.

Work is performed under indirect supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Check and organise articles for delivery

PERFORMANCE CRITERIA

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

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|-----|---|
| 1.1 | Hazards are identified, risks are assessed and control measures are implemented |
| 1.2 | Articles are inspected to ensure they meet all specified criteria |
| 1.3 | Articles for delivery are sorted into groups in accordance |

		with specified sorting criteria
	1.4	Articles that cannot be delivered due to defects or other mitigating factors are sorted and dealt with in accordance with workplace procedures
	1.5	Processing of articles is monitored to ensure a secure and effective workflow
2 Store articles for delivery	2.1	Appropriate manual handling practices are used to shift and sort articles
	2.2	Groups of articles for delivery are stored in appropriate areas and are clearly identified for delivery type and run
	2.3	Security requirements and activities to ensure appropriate access to stored articles are followed in accordance with workplace procedures
3 Maintain records	3.1	Required records and/or notices for registered mail, classified mail, parcels and defective mail are completed in accordance with workplace procedures
	3.2	Records are 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 Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID2029A 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 TLID2029 Prepare articles for delivery

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 precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- completing relevant documentation
- estimating size, shape and special delivery requirements of mail articles
- identifying and correctly using equipment required to sort and store mail
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- operating and adapt to differences in equipment in accordance with workplace operating procedures
- reading, interpreting and following relevant instructions, procedures, information and signs
- 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 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:

- housekeeping standards and procedures
- methods of securing mail articles
- problems that may arise when preparing articles for delivery and actions that should be taken to prevent or solve these problems
- relevant state/territory mass and loading regulations

- risks when preparing articles for delivery and related precautions to control the risk
- WHS/OHS procedures and guidelines for preparing articles for mail delivery
- workplace procedures and policies for preparing, sorting and storing articles for delivery.

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.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in 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 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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