



Australian Government

TLIW3006 Operate computerised mail and parcels sorting equipment

Release: 1

TLIW3006 Operate computerised mail and parcels sorting equipment

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 operate computerised mail and parcels sorting equipment in accordance with regulations and workplace requirements.

It includes setting up and operating mail and parcels sorting equipment, and completing the sorting process for mail and parcels as required.

The process includes containerising processed mail and parcels 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

W – Equipment and Systems Operations

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Set up mail and parcels sorting equipment for operation

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 Relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and

requirements for mail and parcels sorting equipment are identified, accessed and applied

- 1.3 Availability of mail and parcels to be sorted is identified and confirmed
- 1.4 Appropriate equipment configuration and sort plan is identified, accessed and applied
- 1.5 Mail and parcels to be sorted are transferred to sorting point
- 1.6 Labels for identifying the destination of mail are created and affixed to trays

2 Operate mail and parcels sorting equipment

- 2.1 Internal operating procedures and equipment operating procedures are applied
- 2.2 Mail and parcels are sorted accurately and correctly in compliance with priority for sorting
- 2.3 Mail and parcels are handled safely to minimise risk of injury to people and damage to mail, parcels and processing equipment
- 2.4 Mail and parcels incorrectly classified and non-conforming items are identified, separated and re-processed
- 2.5 Mail and parcels sorted to their correct destination are placed in appropriate mail container for distribution

3 Complete sorting process for mail and parcels

- 3.1 Mail and parcels stackers/containers/bags are cleared down, sealed and labelled in accordance with workplace procedures
- 3.2 Mail and parcels are transferred to next sorting point using appropriate shifting equipment, and labels are scanned as required
- 3.3 Information required to complete records of mail and parcels processed is confirmed 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 TLIW3006A Operate computerised mail and parcels sorting equipment.

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 TLIW3006 Operate computerised mail and parcels sorting equipment

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
- communicating effectively with others
- completing relevant documentation
- identifying and correctly using relevant equipment
- interpreting and applying relevant agreements, codes of practice and other legislative requirements
- interpreting and following operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- planning and monitoring work schedule, predicting consequences and identifying improvements
- reading and interpreting relevant instructions, procedures, information and signs
- selecting and using required personal protective equipment
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to 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:

- Australian and international codes and regulations relevant to mail operations
- hazards that may occur when operating computerised mail and parcels sorting equipment and ways of controlling the risks involved
- operational work systems, equipment, management and site operating systems for operating computerised mail and parcels sorting equipment
- problems that may occur and appropriate action that can be taken to resolve/avoid these problems
- relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and guidelines
- relevant personal protective equipment and procedures for its use
- requirements of automated mail processing systems, operations and relevant equipment
- site layout
- workplace procedures and policies for operating computerised mail and parcels sorting equipment.

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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