



Australian Government

TLIW3007 Code and coordinate video-coding operations

Release: 1

TLIW3007 Code and coordinate video-coding operations

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 code and coordinate video-coding operations in accordance with regulations and workplace requirements.

It includes preparing and undertaking video-coding of mail, resolving problems with video-coding and completing video-coding process as required.

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 Prepare to video-code mail

PERFORMANCE CRITERIA

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

- 1.1 Individual work priorities and responsibilities are identified and confirmed
- 1.2 Work health and safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and requirements for the workplace are identified, accessed and applied

- 1.3 Work station equipment is located, accessed and adjusted to meet ergonomic requirements
 - 1.4 Access to video-coding system is obtained and online status is achieved
- 2 Video-code mail**
 - 2.1 Access and ensure mail images are being received from a multiline optical character reader (MLOCR)
 - 2.2 Liaise with MLOCR operators to ensure correct mail mix is being provided by MLOCR
 - 2.3 Processing of mail images from MLOCR is processed or directed using keyboard and data provided in specific coding modes
 - 2.4 Performance is monitored and issues or requirements are addressed
- 3 Resolve problems with video-coding process**
 - 3.1 Problems with MLOCR inputs and/or software are identified, assessed and resolved
 - 3.2 Advice is provided to appropriate personnel regarding MLOCR malfunctions
- 4 Complete video-coding process**
 - 4.1 Access to video-coding system is terminated and log-off procedures are completed
 - 4.2 Extended term shut-down procedures are applied

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 TLIW3007A Code and coordinate video-coding operations.

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 TLIW3007 Code and coordinate video-coding operations

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
- monitoring work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- planning own work, predicting consequences and identifying improvements
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- 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
- operational work systems, equipment, management and site operating systems for video-coding and coordinating video-coding operations

- hazards that may occur during video-coding operations and ways of controlling the risks involved
- problems that may occur and appropriate action that can be taken to resolve/avoid these problems
- 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 conducting video-coding and coordinating video-coding operations.

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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