



Australian Government

TLIW3007 Code and coordinate video-coding operations

Release: 1

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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.education.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>