



Australian Government

TLIW3008 Carry out culler facer canceller operations

Release: 1

TLIW3008 Carry out culler facer canceller 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 carry out culler facer canceller (CFC) operations in accordance with regulations and workplace requirements relating to processing mail and parcels.

It includes preparing to use the CFC machine and completing all CFC operations to attain and maintain optimum performance of the culling, facing and cancelling processes.

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 use CFC machine

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 Work health and safety (WHS)/occupational health and safety (OHS) and workplace environmental protection procedures and requirements, including housekeeping, are identified, accessed and

applied

1.3 Mail to be processed is transferred to processing point and is culled as necessary

1.4 Mail is handled and machinery/equipment is operated safely to minimise risk of injury to people and damage to mail or machinery

2 Complete CFC operations

2.1 Culled mail is loaded into CFC in accordance with workplace procedures

2.2 Reject mail from CFC process is processed manually by sorting or hand stamping

2.3 Cancelled mail is transferred to next process point

2.4 Information required to complete records of mail processed is provided and recorded at times specified in workplace procedures

2.5 Machine is checked and loose letters are removed at conclusion of process

2.6 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 TLIW3008A Carry out culler facer canceller (CFC) 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 TLIW3008 Carry out culler facer canceller 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
- identifying, and correctly using relevant equipment
- interpreting and applying relevant agreements, codes of practice and other legislative requirements
- interpreting and following relevant operational instructions and prioritising work
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- planning own work, 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 carrying out culler facer canceller (CFC) operations and ways of controlling the risks involved
- operational work systems, equipment, management and site operating systems for conducting CFC operations
- 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 conducting CFC 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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