



Australian Government

Department of Education, Employment and Workplace Relations

TLIW3007A Code and coordinate video-coding operations

Release: 1

TLIW3007A Code and coordinate video-coding operations

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to code and coordinate video-coding operations in accordance with workplace requirements including preparing to video-code mail, video-coding the mail, resolving any problems that may arise with the video-coding process, and completing the video-coding process as required. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

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Work must be carried out in compliance with the regulations and workplace requirements pertaining to the processing of mail and parcels.

Work is normally performed under general supervision, usually in a team or outstation environment. It involves the application of workplace procedures and regulatory requirements to video-coding and the coordination of video-coding operations as part of work activities in the postal and allied industries.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Prepare to video-code mail	1.1 Individual work priorities and responsibilities are identified and confirmed 1.2 All OH&S and environment 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 MLOCR 2.2 Liaise with MLOCR operators to ensure the correct mail mix is being provided by MLOCR 2.3 Using keyboard, process or direct the processing of mail images from MLOCR using 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 the video-coding system is terminated and log-off procedures completed 4.2 Extended term shut-down procedures are applied

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

This describes the essential knowledge and skills and their level required for this unit.

Required knowledge:

- Australian and international codes and regulations relevant to mail operations
- Relevant OH&S and environmental protection procedures and guidelines
- Workplace procedures and policies for the conduct of video-coding and the coordination of video-coding operations
- Focus of operation of work systems, equipment, management and site operating systems for video-coding and the coordination of video-coding operations

REQUIRED KNOWLEDGE AND SKILLS

- Problems that may occur during video-coding operations and appropriate action that can be taken to resolve/avoid the problems
- Requirements of automated mail processing systems, operations and relevant equipment
- Hazards that may occur during video-coding operations and ways of controlling the risks involved
- Site layout
- Relevant personal protective equipment and procedures for its use

Required skills:

- Communicate effectively with others when conducting video-coding and coordinating video-coding operations
- Read and interpret instructions, procedures, information and labels relevant to video-coding operations
- Interpret and apply relevant agreements, codes of practice or other legislative requirements
- Interpret and follow operational instructions and prioritise work when conducting video-coding and coordinating video-coding operations
- Complete documentation related to the conduct of video-coding and the coordination of video-coding operations
- Operate electronic communication equipment to required protocol
- Work collaboratively with others when conducting video-coding and coordinating video-coding operations
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Promptly report and/or rectify any identified problems, faults or malfunctions that may occur when conducting video-coding and coordinating video-coding operations in accordance with regulatory requirements and workplace procedures
- Plan own work including predicting consequences and identifying improvements
- Monitor work activities in terms of planned schedule
- Modify activities depending on differing operational contingencies, risk situations and environments
- Work systematically with required attention to detail without injury to self or others, or damage to equipment
- Select and use required personal protective equipment
- Identify, select and use relevant equipment, processes and procedures for video-coding operations

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

- The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:
 - the underpinning knowledge and skills
 - relevant legislation and workplace procedures
 - other relevant aspects of the range statement

Context of and specific resources for assessment

- Performance is demonstrated consistently over a period of time and in a suitable range of contexts
- Resources for assessment include:
 - a range of relevant exercises, case studies and/or other simulated practical and knowledge assessment, and/or
 - access to an appropriate range of relevant operational situations in the workplace
- In both real and simulated environments, access is required to:
 - relevant and appropriate materials and equipment, and
 - applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

Method of assessment

- Assessment of this unit must be undertaken by a registered training organisation
- As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests
- Practical assessment must occur:
 - through activities in an appropriately simulated environment at the registered training organisation, and/or
 - in an appropriate range of situations in the workplace

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

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|---|--|
| Work may be conducted: | <ul style="list-style-type: none">• in a range of work environments• by day or night |
| Workplaces may comprise: | <ul style="list-style-type: none">• large, medium or small worksites |
| Operations may include: | <ul style="list-style-type: none">• shiftwork |
| Customers may be: | <ul style="list-style-type: none">• internal or external |
| Hazards may include: | <ul style="list-style-type: none">• vehicular traffic and pedestrians• dust and vapours• hazardous or dangerous materials• humidity, air temperature• lighting conditions• machinery/equipment moving parts• noise |
| Weighing devices may be: | <ul style="list-style-type: none">• mechanical• automated• weighbridge |
| Work priorities may be communicated through: | <ul style="list-style-type: none">• briefings• noticeboards• announcements |
| Equipment may include: | <ul style="list-style-type: none">• supervisor's console• video-coding desk• Operator Support Devices (OSDs)• computer hardware• keyboard/mouse |
| Personal protective equipment may include: | <ul style="list-style-type: none">• gloves• safety footwear• high visibility clothing |
| Communication in the work area may include: | <ul style="list-style-type: none">• phone• fax• email• electronic data transfer (EDI)• RF systems• radio• oral, aural or signed communications |
| Depending on the type of organisation concerned and the | <ul style="list-style-type: none">• company procedures• enterprise procedures |

RANGE STATEMENT

local terminology used, workplace procedures may include:

- organisational procedures
- established procedures

Information/documents may include:

- workplace policies, operating procedures and practices
- Management Operating System (MOS)
- Management Information System (MIS)
- performance assessment and analysis information
- quality assurance procedures
- induction documentation
- competency standards and training materials
- job specifications and procedures
- award, enterprise bargaining agreement or other industrial arrangements
- manufacturers specifications
- codes of practice, including national standards for manual handling and the industry safety code
- supplier and or/client instructions
- HAZCHEM chart/MSDS
- safety observation feedback program
- emergency procedures

Applicable regulations and legislation may include:

- relevant codes and regulations pertaining to mail operations
- Australian and international regulations and codes of practice for the handling and transport of dangerous goods and hazardous substances
- relevant state/territory OH&S and environmental protection legislation
- workplace relations regulations
- workers compensation regulations
- equal opportunity, equal employment opportunity and affirmative action legislation

Unit Sector(s)

Not Applicable

Competency Field

Competency Field

W - Equipment and Systems Operations