

<b>Domain</b>	<b>COURIER OPERATIONS</b>	<b>Unit ID: 767</b>
<b>Title:</b>	<b>Interpret road maps and navigate pre-determined routes as part of postal services operations</b>	
<b>Level: 2</b>		<b>Credits: 5</b>

### **Purpose**

This unit standard specifies the competency required to interpret road maps and navigate pre-determined routes as part of postal services operations. It includes identifying and confirming the pre-planned route and completing relevant documentation. This unit standard is intended for those who work in postal service operations.

### **Special Notes**

1. Entry information  
Prerequisite:
  - Unit 737 *Follow safety and security work procedures in a postal services environment*  
or demonstrated equivalent knowledge and skills.
2. Assessment evidence may be collected from a real workplace, or simulated real workplace or an appropriate simulated realistic environment in which postal operations are carried out.
3. Routes will be pre-determined but may include alternative routes to accommodate contingency situations.
4. Regulations and legislation relevant to this unit standard include the following:
  - Namibia Post and Telecommunications Establishment Act, No. 17 of 1992
  - Namibia Labour Act, No 11 of 2007
  - Social Security Act, Act no. 34 of 1994
  - National Road Traffic Act 22 of 1999
  - National Road Traffic Act 22 of 1999; Chapter 6 part 4 (Dangerous goods and substances)
  - Occupational Health and Safety Regulations No.18, 1997  
and all subsequent amendments to any of the above.

### **Quality Assurance Requirements**

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the

national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority. All approved unit standards, qualifications and national assessment arrangements are available on the Namibia Training Authority website [www.nta.com.na](http://www.nta.com.na)

## **Elements and Performance Criteria**

### **Element 1: Identify and follow pre-planned routes**

#### **Range**

Route may include but is not limited to: urban areas; rural areas; neighbouring countries.

Communication with others may include but is not limited to: mobile and fixed phones; radio; oral, aural or signed communications.

#### **Performance Criteria**

- 1.1 Documentation on the pre-determined route is accessed and interpreted in line with company procedures.
- 1.2 Relevant street directory, road maps and/or Global Positioning System (GPS) are identified and accessed in line with company procedures.
- 1.3 Street directory, road map and/or GPS symbols are recognised and interpreted in line with company procedures.
- 1.4 Points of departure and destination are identified in a directory index and the information used to locate designated places on the appropriate map in line with company procedures.
- 1.5 Directions for a pre-determined route are interpreted and the route traced using a street directory, road map and/or GPS in line with company procedures.
- 1.6 Key intersections and other landmarks along the route are identified for use in following the planned route in line with company procedures.
- 1.7 Alternative routes are identified in line with company procedures for possible contingency situations such as emergencies or traffic delays.
- 1.8 Pre-determined route is followed in line with company procedures.

### **Element 2: Complete relevant documentation**

#### **Performance Criteria**

- 2.1 Required route documentation is completed in line with purpose of transportation and company procedures.

## **Registration Data**

<b>Subfield:</b>	Postal Services
<b>Date first registered:</b>	
<b>Date this version registered:</b>	
<b>Anticipated review:</b>	
<b>Body responsible for review:</b>	Namibia Training Authority