



**Australian Government**

# **BSBINM303 Handle receipt and despatch of information**

**Release: 1**

## BSBINM303 Handle receipt and despatch of information

### Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

### Application

This unit describes the skills and knowledge required to receive and distribute incoming mail, and to collect and despatch outgoing mail. It also covers collating and despatching bulk mail according to Australia Post specifications.

It applies to individuals who, while under supervision, provide services to support legal practitioners. All aspects of legal practice may be subject to a range of legislation, rules, regulations and/or codes of practice relevant to different job roles and jurisdictions.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

### Unit Sector

Knowledge Management – Information Management

### Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1 Receive and distribute incoming mail	<ul style="list-style-type: none"><li>1.1 Check and register incoming mail to ensure accuracy of records</li><li>1.2 Process court documents according to firm's policies and procedures</li><li>1.3 Process original documents according to firm's policies and procedures</li><li>1.4 Process served documents according to firm's policies and procedures</li><li>1.5 Identify and ensure understanding of titles and locations of company personnel and departments</li></ul>

ELEMENT	PERFORMANCE CRITERIA
	1.6 Identify and promptly distribute urgent and confidential mail to addressee 1.7 Sort mail and despatch to nominated person/location 1.8 Record damaged, suspicious or missing items and report promptly where necessary
2 Receive and despatch outgoing mail	2.1 Collect outgoing mail from each section of the firm, check and sort all items to ensure they are correctly prepared for despatch 2.2 Determine most appropriate delivery method and select appropriate envelopes and address correctly 2.3 Process outgoing mail correctly 2.4 Record mail in register 2.5 Sort mail according to carrier 2.6 Despatch mail using most appropriate delivery method 2.7 Despatch mail to meet designated timelines
3 Collate and despatch documents for bulk mailing	3.1 Estimate quantities/resources/time to complete bulk mailing of documents correctly 3.2 Collate documents as required 3.3 Sort envelopes and batch in accordance with specifications 3.4 Employ bulk mail interstate satchels where appropriate 3.5 Self-check numerical information 3.6 Lodge batched items in time for delivery by relevant carrier
4 Organise urgent and same day deliveries	4.1 Weigh, package and address items for urgent delivery 4.2 Determine and select cheapest and best option for urgent delivery 4.3 Conduct a follow-up if necessary

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

Skill	Performance Criteria	Description

Reading	1.1-1.7, 2.1-2.5, 3.3, 4.3	<ul style="list-style-type: none"> <li>Identifies familiar information from a range of sources, compares it against defined criteria and requirements, and checks for accuracy and completeness</li> </ul>
Writing	1.1-1.4, 1.8, 2.2-2.4, 3.1, 4.1-4.3	<ul style="list-style-type: none"> <li>Accurately records information and completes organisational documents and correspondence using clear language and correct spelling, grammar and terminology</li> </ul>
Oral Communication	1.7, 1.8, 2.1, 4.3	<ul style="list-style-type: none"> <li>Participates in spoken interactions with others using clear and direct language to convey and clarify information</li> </ul>
Numeracy	3.1, 3.5, 4.1, 4.2	<ul style="list-style-type: none"> <li>Performs basic calculations to check and confirm numerical information and estimate time requirements</li> </ul>
Navigate the world of work	1.2-1.4, 3.3	<ul style="list-style-type: none"> <li>Understands own role and associated responsibilities for task completion in compliance with organisational policies and procedures</li> </ul>
Interact with others	1.5, 1.8	<ul style="list-style-type: none"> <li>Uses a limited range of accepted practices for communicating in work environment</li> </ul>
Get the work done	1.1-1.7, 2.1-2.3, 2.5-2.7, 3.1, 3.3, 3.4, 3.6, 4.1-4.3	<ul style="list-style-type: none"> <li>Plans and implements routine tasks and workload making limited decisions on sequencing and timing, and follows instructions to set priorities</li> <li>Makes low-impact decisions within familiar situations, based on a range of predefined or routine solutions and evaluates the effectiveness of the outcome</li> <li>Responds to predictable routine problems, implementing standard or logical solutions</li> <li>Uses digital tools for basic reading, recording, searching and communicating information following routine procedures</li> </ul>

## Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBINM303 Handle receipt and despatch of information	BSBINM303A Handle receipt and despatch of information	Updated to meet Standards for Training Packages	Equivalent unit

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>