



Australian Government

ICPSUP243 Reconcile process outputs

Release: 1

ICPSUP243 Reconcile process outputs

Modification History

Release	Comments
Release 1	This version first released with ICP Printing and Graphic Arts Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to reconcile process requirements with process outputs, document the information and report any discrepancies.

It applies to individuals who perform a range of mainly routine tasks in a mail house environment or individuals who work in converting, binding and finishing, using limited practical skills and fundamental knowledge in a defined context. They generally work under direct supervision.

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

Unit Sector

Support

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. Confirm throughputs	1.1 Field values are verified as corresponding to values identified in job sheet 1.2 Where required, mail class is verified as the same as the job sheet 1.3 Collated data is correct and in sequence 1.4 Collated data is correctly matched to addressee 1.5 Address information is verified as accurate 1.6 Barcode information confirms correct sequence of addressees to collated information

ELEMENT	PERFORMANCE CRITERIA
	1.7 Any discrepancies are reported to supervisor
2. Reconcile output	2.1 Total number of throughputs is equal to job specifications 2.2 Destination delivery unit rate matches job specification 2.3 Information matching trail is documented 2.4 Discrepancies are reported to supervisor

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	1.1-1.6, 2.1-2.3	<ul style="list-style-type: none"> Recognises and interprets textual information to determine and adhere to requirements
Writing	1.7, 2.3, 2.4	<ul style="list-style-type: none"> Uses clear, specific and industry related terminology to complete and update workplace documentation
Oral Communication	1.7, 2.4	<ul style="list-style-type: none"> Uses listening and questioning techniques to confirm requirements
Numeracy	1.3, 1.6, 2.1, 2.2	<ul style="list-style-type: none"> Uses simple mathematical calculations and arranges numerical information sequentially Applies simple calculations to ensure throughputs match job specifications
Interact with others	1.7, 2.4	<ul style="list-style-type: none"> Uses appropriate communication protocols and conventions to report issues
Get the work done	1.6, 2.1	<ul style="list-style-type: none"> Plans routine tasks with familiar goals and outcomes, taking some limited responsibility for decisions regarding sequencing and timing Takes responsibility for routine, low-impact decisions within familiar situations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
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Code and title current version	Code and title previous version	Comments	Equivalence status
ICPSUP243 Reconcile process outputs	ICPSU243C Reconcile process outputs	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=a74b7a0f-a253-47e3-8be0-5d426e24131d>