



Australian Government

Department of Education, Employment and Workplace Relations

ICPSU243C Reconcile process outputs

Revision Number: 1

ICPSU243C Reconcile process outputs

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to reconcile process requirements with process outputs.
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Application of the Unit

Application of the unit	This unit requires the individual to correctly reconcile process requirements with process outputs, document the information and report any discrepancies.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
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 <i>matched</i> to addressee 1.5. Address information is verified as accurate 1.6. Barcode information confirms correct sequence of addressees to collated information 1.7. Any discrepancies are reported to supervisor
2. Reconcile output	2.1. The total number of throughputs is equal to the job specifications 2.2. The destination delivery unit rate matches the job specification 2.3. An information matching trail is documented 2.4. Any discrepancies are reported to supervisor

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- OHS in relation to operating machinery such as safely switching off machinery before cleaning is started
- communication of ideas and information by reporting any discrepancies to a supervisor
- collecting, analysing and organising information by verifying field values as corresponding to values identified in job sheet
- planning and organising activities by confirming throughputs before reconciling outputs
- teamwork when maintaining the production process in association with others
- mathematical ideas and techniques by confirming when the total number of throughputs is equal to the job specifications
- problem-solving skills by reporting any discrepancies to a supervisor
- use of technology by using barcode equipment to confirm throughputs or reconcile outputs

Required knowledge

- basic literacy skills to follow work instructions and read job specifications
- basic numeracy skills to reconcile process outputs
- OHS in relation to working in a safe environment

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the ability to:</p> <ul style="list-style-type: none"> reconciling process requirements with process outputs correctly reconcile process requirements with process outputs, document the information and report any discrepancies evidence for assessment may be gathered from assessment of the unit of competency alone or through an integrated assessment activity.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> evidence for assessment may be gathered from assessment of the unit of competency alone or through an integrated assessment activity equipment and resources required to complete the reconciliation process.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.
Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.</p>

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. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<i>Matched/Matching</i> may include:	<ul style="list-style-type: none"> the process of keeping together a unique insert to the addressee that goes with at least one other unique insert in the same package, or a unique insert to the addressee that goes with the address information located on the outside of the package.
<i>Process output</i> may include:	<ul style="list-style-type: none"> can include mail, credit cards, smart cards or other items requiring close tracking.

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Support
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Co-requisite units

Co-requisite units		