ICPSUP2430 Reconcile process outputs

Release: 1

ICPSUP2430 Reconcile process outputs

Modification History

Release	Comments
Release 1	This version first released with ICP Printing and Graphic Arts Training Package Version 4.0.

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 in the printing and graphic arts industry.

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
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Confirm throughputs	1.1 Verify field values correspond to those identified in job sheet 1.2 Verify mail class against job sheet 1.3 Sequence collated data and match to addressee 1.4 Verify address information 1.5 Confirms sequence of addressees matches collated information 1.6 Report discrepancies to designated personnel
2. Reconcile output	2.1 Confirm total number of throughputs matches job specifications 2.2 Confirm destination delivery unit rate matches job

PwC's Skills for Australia

ELEMENT	PERFORMANCE CRITERIA
	specification
	2.3 Document information matching trail
	2.4 Report discrepancies to designated personnel

Foundation Skills

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

Skill	Description
Writing	• Uses clear, specific and industry related terminology to complete and update workplace documentation
Numeracy	• Uses simple mathematical calculations and arranges numerical information sequentially • Applies simple calculations to ensure throughputs match job specifications
Teamwork	• Uses appropriate communication protocols and conventions to report issues
Planning and organising	• 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

Supersedes and is equivalent to ICPSUP243 Reconcile process outputs.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a74b7a0f-a253-47e3-8be0-5d426e24131d

     PwC's Skills for Australia