



Australian Government

Assessment Requirements for BSBINS202 Handle receipt and dispatch of information

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- receive and distribute incoming information according to organisational policies and procedures, on at least two occasions
- despatch and register outgoing information according to organisational policies and procedures, on at least two occasions.

In the course of the above, the candidate must:

- check all details routinely, including addresses, numerical information, and spelling
- seek clarification from relevant stakeholders and apply correct addressing protocols for despatch.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- organisational policies and procedures relating to receipt and despatch of information
- roles and locations of relevant organisational personnel
- key aspects of organisational information items management systems and security and confidentiality procedures.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- samples of information.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet -

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