



Australian Government

ICPCBF202 Handline mail

Release: 1

ICPCBF202 Handline mail

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 manually collate and insert irregular and bulky mail documents.

It applies to individuals working in a mail house environment under direct supervision and performing mainly routine and repetitive tasks such as matching inserts, verifying data and reporting discrepancies and faults.

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

Unit Sector

Converting, Binding and Finishing

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Collate materials	1.1 All materials required for the job are checked and confirmed against job specifications 1.2 Materials are changed or adapted according to job specifications 1.3 Materials are arranged to make manual collation as easy and safe as possible 1.4 Collated materials are correct and in sequence, and any faulty materials are removed and documented 1.5 If required, items are decollated according to job specifications 1.6 Manual wrapping of materials is completed, if required according to job

	specifications
2. Match inserts	2.1 Collated data is correctly matched to addressee 2.2 Address information is verified as accurate 2.3 Random checks are performed to ensure quality is met 2.4 Discrepancies are reported to supervisor 2.5 Envelopes or packs are glued or sealed according to job specifications
3. Reconcile output	3.1 Total number of throughputs matches job specifications 3.2 Destination delivery unit rate matches the job specifications and meets Australia Post standards 3.3 Information matching trail is documented 3.4 Correct procedures for control of materials are followed 3.5 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, 1.2, 1.5, 1.6, 2.1, 2.2, 2.5, 3.1, 3.2	- Recognises text within job specifications and follows written instructions - Verifies accuracy of information
Writing	1.4, 3.3, 3.5	Records information related to outcomes of job according to organisational requirements
Oral Communication	2.4, 3.5	Speaks clearly using appropriate vocabulary, tone and pace to report faults and discrepancies
Numeracy	3.1, 3.2	Uses simple mathematical calculations and arranges sequential numerical information
Navigate the world of work	1.3, 3.2, 3.4	Complies with legislative requirements and follows organisational policies and procedures relevant to own role
Interact with others	2.4, 3.5	Follows accepted practices and protocols for reporting issues to supervisors
Get the work done	1.1-1.6, 2.1-2.5, 3.3-3.5	Follows clearly sequenced instructions and monitors own progress, seeking assistance

		when necessary • Responds to predictable problems and implements standard or logical solutions related to own job role
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPCBF202 Handline mail	ICPCF202C Handline mail	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>