



Australian Government

ICPCBF203 Collate and insert mail manually

Release: 1

ICPCBF203 Collate and insert mail manually

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 mail documents and verify product output.

It applies to individuals working in a mail house environment performing routine activities with some accountability for quality of outcomes.

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

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. Collate inserts	1.1 Inserts required for job are checked and confirmed against job specifications 1.2 Inserts are arranged to make manual collation as easy and safe as possible 1.3 Collated inserts are correct and in sequence
2. Match inserts	2.1 Collated data is correctly matched to addressee 2.2 Address information is verified as accurate 2.3 Bar code information is checked for correct sequence of addressees to collated information where relevant 2.4 Discrepancies are reported to supervisor

ELEMENT	PERFORMANCE CRITERIA
3. Reconcile output	3.1 Total number of throughputs matches job specifications 3.2 Destination delivery unit rate matches job specifications 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, 2.1-2.3, 3.1, 3.2	- Recognises text within job specifications and follows written instructions - Checks accuracy of labelled information against written instructions
Writing	2.4, 3.3, 3.5	Records information 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	Recognises and organises sequential numerical data
Navigate the world of work	1.2, 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	1.1-1.3, 2.1-2.4, 3.1-3.5	- Plans, identifies and assembles resources required to complete tasks - Sequences steps involved in clearly defined, familiar tasks and sets up simple strategies to track progress - Responds to predictable problems and implements standard or logical solutions, seeking assistance when necessary

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPCBF203 Collate and insert mail manually	ICPCF203C Collate and insert mail manually	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for ICPCBF203 Collate and insert mail manually

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Performance Evidence

Evidence of the ability to:

- correctly collate and insert mail documents manually and reconcile TWO full jobs according to job specifications and within production timeframes.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain setup procedures to meet work health and safety and enterprise requirements
- explain the quality check process
- identify waste disposal procedures relevant to this task
- explain documentation required, where the documents are kept, and the information in them.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the converting, binding and finishing field of work and include access to special purpose tools, equipment and materials.

Assessors must satisfy NVR/AQTF assessor requirements.

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