



Australian Government

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
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
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

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>

Assessment Requirements for ICPSUP2430 Reconcile process outputs

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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:

- reconcile process requirements with process outputs, document the information and report any discrepancies on at least two occasions.

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:

- work health and safety (WHS) risks and requirements for working on the computer for extended periods of time
- basic literacy skills for work instructions and job specifications
- basic numeracy skills to reconcile process outputs
- the job sheet and the information it contains
- barcode information and its relationship to address information
- factors affecting destination delivery unit rate
- documentation procedures for the job and its advantages in future jobs
- enterprise personnel to report discrepancies
- manufacturer manuals, enterprise procedures and work health and safety documentation, including their location and purpose.

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 support field of work and include access to:

- special purpose tools, equipment and materials.

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

Links

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