



**Australian Government**

# **ICPSUP243 Reconcile process outputs**

**Release: 1**

## ICPSUP243 Reconcile process outputs

### 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 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.

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 Field values are verified as corresponding to values identified in job sheet<br>1.2 Where required, mail class is verified as the same as the job sheet<br>1.3 Collated data is correct and in sequence<br>1.4 Collated data is correctly matched to addressee<br>1.5 Address information is verified as accurate<br>1.6 Barcode information confirms correct sequence of addressees to collated information |

| ELEMENT             | PERFORMANCE CRITERIA                                                                                                                                                                                                           |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                     | 1.7 Any discrepancies are reported to supervisor                                                                                                                                                                               |
| 2. Reconcile output | 2.1 Total number of throughputs is equal to job specifications<br>2.2 Destination delivery unit rate matches job specification<br>2.3 Information matching trail is documented<br>2.4 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              | 1.1-1.6, 2.1-2.3     | <ul style="list-style-type: none"> <li>Recognises and interprets textual information to determine and adhere to requirements</li> </ul>                                                                                                                                             |
| Writing              | 1.7, 2.3, 2.4        | <ul style="list-style-type: none"> <li>Uses clear, specific and industry related terminology to complete and update workplace documentation</li> </ul>                                                                                                                              |
| Oral Communication   | 1.7, 2.4             | <ul style="list-style-type: none"> <li>Uses listening and questioning techniques to confirm requirements</li> </ul>                                                                                                                                                                 |
| Numeracy             | 1.3, 1.6, 2.1, 2.2   | <ul style="list-style-type: none"> <li>Uses simple mathematical calculations and arranges numerical information sequentially</li> <li>Applies simple calculations to ensure throughputs match job specifications</li> </ul>                                                         |
| Interact with others | 1.7, 2.4             | <ul style="list-style-type: none"> <li>Uses appropriate communication protocols and conventions to report issues</li> </ul>                                                                                                                                                         |
| Get the work done    | 1.6, 2.1             | <ul style="list-style-type: none"> <li>Plans routine tasks with familiar goals and outcomes, taking some limited responsibility for decisions regarding sequencing and timing</li> <li>Takes responsibility for routine, low-impact decisions within familiar situations</li> </ul> |

## Unit Mapping Information

| Code and title<br>current version | Code and title<br>previous version | Comments | Equivalence status |
|-----------------------------------|------------------------------------|----------|--------------------|
|                                   |                                    |          |                    |

| <b>Code and title<br/>current version</b> | <b>Code and title<br/>previous version</b> | <b>Comments</b>                                       | <b>Equivalence status</b> |
|-------------------------------------------|--------------------------------------------|-------------------------------------------------------|---------------------------|
| ICPSUP243<br>Reconcile process<br>outputs | ICPSU243C<br>Reconcile process<br>outputs  | Updated to meet<br>Standards for Training<br>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 ICPSUP243 Reconcile process outputs

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### Performance Evidence

Evidence of the ability to:

- correctly reconcile process requirements with process outputs, document the information and report any discrepancies.

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:

- demonstrate basic literacy skills to follow work instructions and read job specifications
- demonstrate basic numeracy skills to reconcile process outputs.

### 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 must satisfy NVR/AQTF assessor requirements.

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