

1993—No. 241

**INDUSTRIAL AND COMMERCIAL TRAINING ACT 1989—
ORDER**

NEW SOUTH WALES



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I, the Minister for Education and Youth Affairs and Minister for Employment and Training, in pursuance of Section 21 of the Industrial and Commercial Training Act 1989, make the order set forth hereunder.

VIRGINIA A. CHADWICK,
Minister for Education and Youth Affairs
and Minister for Employment and Training.

Citation

1. This Order may be sighted as the Industrial and Commercial Training (Declared Callings) Order 1993.

Commencement

2. This order takes effect on 25th May, 1993

Definition

3. In this Order:

“the Act” means the Industrial and Commercial Training Act 1989.

Declared Callings

4. The vocation listed in Schedule 1 is designated as a declared calling for the purposes of the Act.

SCHEDULE 1

(Cl. 4)

Declared callingsRetail Post
—————**Vocational Training Order Number**

In pursuance of Section 22 of the Industrial and Commercial Training Act 1989, the Industrial Training Council of New South Wales makes this Vocational Training Order Number relating to the declared calling of Retail Post.

A summary of the Order is given below.

(a) *Assessment*

An assessment procedure has been incorporated to cover both the on and off-the-job training in accordance with the ICTC requirements.

(b) *Term of Training*

Twelve months of training, comprising of 39 weeks on-the-job and 13 weeks off-the-job instruction.

(c) *Courses of Study*

Off-the-job training is offered over a maximum of 65 days, allowing a nominal term of 390 hours, in the following:

Job Specific Skills (98 Nominal Hours)

1. Introduction to Australia Post
2. Processing Mail
3. Management of a Counter Advance
4. Operation of Office Equipment
5. Record-Keeping/Filing
6. Procedures for processing:
 - non-agency transactions
 - agency transactions
 - mail
7. Utilisation of Counter Work Station Technology
8. Counter Security

Broad Industry Based Skills (110 Nominal Hours)

1. Sales and Customer Service
2. Business Calculations

General Work Skills (190 Nominal Hours)

- I. Work/Personal Effectiveness
2. Security
3. Technology
4. Work Environment
5. Workplace Communications

(c) *Off-The-Job Training*

Off-the-job training will be provided by Australia Post and other establishments approved by the Industrial and Commercial Training Council for this purpose.

(d) *Other Matters*

Persons may be employed as trainees in the calling of Retail Post subject to the Industrial and Commercial Training Act 1989. Persons so employed must be provided with training in accordance with this Vocational Training Order or in accordance with a Vocational Training Direction made by the Vocational Training Board.
