

ASTLRR2.9

Collate, input and archive information relating to registration applications



Overview

This unit describes the competences which cover the archiving of registration applications and associated paperwork.

The unit covers checking documentation for completeness and taking appropriate action where there are omissions. It also covers collation and resizing of paperwork prior to scanning into the archive. The unit also covers the scanning of documents and checking them for completeness, legibility and sequence.

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Performance criteria

- You must be able to:*
- P1 check applications and associated documentation are complete and suitable for scanning
 - P2 take agreed procedural action where there are **problems with application documentation**
 - P3 scan applications and associated paperwork into the electronic archive system
 - P4 ensure that scanned applications are complete, legible and correctly sequenced
 - P5 take action where there are **problems with scanned documents**
 - P6 archive complete, legible documents in line with organisational procedures
 - P7 ensure that all applications are coded in accordance with organisational procedures
 - P8 pass complete applications for despatch to agents

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Knowledge and understanding

You need to know and understand:

Working with applications

- K1 organisational procedures in relation to archiving
- K2 requirements in terms of content, sequence and format for archiving and for despatch
- K3 what action to take where there are problems with applications and documentation

You must also be able to demonstrate the knowledge and understanding defined in the Introduction to the standards.

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Additional Information

Scope/range

This section describes the contexts in which you must be able to demonstrate competent performance. For this unit these are:

- 1 taking action in response to the following **problems with application documentation**
 - 1.1 omissions
 - 1.2 poor quality or damaged documents
 - 1.3 documents which are too large for scanning
- 2 taking action in response to the following **problems with scanned documents**
 - 2.1 missing flysheet

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