

Unit Title	Assist in Handling Mail
Ofqual unit reference number (code)	D/618/2027
Unit Level	Entry Level 1
GLH	10
Unit Credit Value	1

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Have an awareness of procedures for handling incoming mail.	1.1. Identify the correct person to receive an item of incoming mail. 1.2. Identify how unwanted junk mail should be handled.
2. Be able to assist with handling incoming mail.	2.1. Assist with distributing mail.

Equivalences	N/A
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