



**Australian Government**

# **Assessment Requirements for ICPSUP221 Pack and dispatch product**

**Release: 1**

# Assessment Requirements for ICPSUP221 Pack and dispatch product

## Modification History

Release	Comments
Release 1	This version first released with ICP Printing and Graphic Arts Training Package Version 1.0.

## Performance Evidence

Evidence of the ability to:

- prepare, pack and dispatch TWO lots of printed or printing related products, following correct procedures, job and workplace specifications
- accurately complete required documentation for products.

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:

Preparing stock for dispatch

- identify items required in the dispatch process
- describe checks performed prior to packaging the product
- explain how to identify a defective print or item
- explain how defects are rectified

Wrapping and packing materials and methods

- outline work health and safety requirements when wrapping and packing goods
- describe how to determine the type of packaging to be used
- explain how the type of transport or destination has a bearing on the wrapping and packing method
- explain how to determine the number of units to be wrapped in each parcel
- describe details to record on dispatching labels, and why they are required

Dispatching product

- identify where shipping details are obtained
- list weight limitations placed on dispatched products

- describe priorities used for dispatching the product
- explain how to determine the appropriate delivery mode
- summarise how to complete documentation of dispatched product.

## **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 resources and product to pack and dispatch.

Assessors must satisfy NVR/AQTF assessor requirements.

## **Links**

Companion Volume implementation guides are found in VETNet -

<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=a74b7a0f-a253-47e3-8be0-5d426e24131d>