Australian Government

ICPSUP221 Pack and dispatch product

Release: 1

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.

Application

This unit describes the skills and knowledge required to pack and dispatch basic printed products according to enterprise procedures.

It applies to individuals who perform a range of mainly routine tasks in various sectors of the printing and graphic arts industry, 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
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assess final product	1.1 Finished job is collected/received and checked against job specifications according to enterprise procedures 1.2 Defects, irregularities and discrepancies are identified and action taken according to enterprise procedures
2. Prepare stock for dispatch	2.1 Suitable area for wrapping/packaging is selected and prepared 2.2 Wrapping and packaging materials are prepared according to enterprise procedures 2.3 Product is wrapped and packaged in pre-determined parcel sizes according to enterprise procedures, job specifications, storage and delivery specifications

ELEMENT	PERFORMANCE CRITERIA
	2.4 Packaged goods are checked, weighed and labelled according to delivery instructions, transportation/shipping regulations and enterprise procedures
3. Dispatch product	3.1 Packaged product is stacked on/in appropriate storage/shipping containers prior to dispatch
	3.2 Product is dispatched via appropriate delivery mode according to enterprise procedures, job specifications and work health and safety (WHS) requirements
	3.3 Product shipping/dispatch details are recorded according to enterprise procedures
	3.4 Documentation associated with tasks, where relevant, is accurately completed according to enterprise procedures

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, 2.2-2.4, 3.2-3.4	• Recognises text within job specifications and follows written instructions
Writing	2.4, 3.3, 3.4	• Records numerical and key information related to outcomes of the job
Numeracy	2.3, 2.4	• Uses simple mathematical calculations and arranges sequential numerical information
Navigate the world of work	1.1, 1.2, 2.2-2.4, 3.2-3.4	• Takes some personal responsibility for adherence to legal and regulatory requirements with specific reference to safe working practices
Get the work done	1.1, 1.2, 2.1-2.4, 3.1	• Determines priorities and sequences steps involved in clearly defined, familiar tasks, and identifies and assembles required resources • Takes responsibility for routine low-impact decisions within familiar situations • Understands purpose and some specific functions of some common digital tools used in work contexts • Begins to identify and implement standard solutions for an increasing number of routine problems

PwC's Skills for Australia

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPSUP221 Pack and dispatch product	ICPSU221C Pack and dispatch product	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=a74b7a0f-a253-47e3-8be0-5d426e24131d