Australian Government

Department of Education, Employment and Workplace Relations

ICPSU120C Pack product

Revision Number: 1

ICPSU120C Pack product

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to pack basic printed or paper products

Application of the Unit

Application of the unit	This unit requires the individual to correctly pack products safely and without causing damage to the product.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
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
	1.3. Fanning, knock up and splitting of *product* is performed safely and efficiently to ensure ease of use in next stage
2. Pack product	2.1. Wrapping and *packaging* materials are prepared according to enterprise procedures
	2.2. Product is packaged to specification
	2.3. Packaged goods are checked, weighed and labelled according to delivery instructions and enterprise procedures
3. Prepare stock for next phase	3.1. Product is stacked onto pallets in a predetermined pattern that will stop the product falling or being damaged
	3.2. If required, the pallet is wrapped and moved safely to another location in predetermined form as appropriate to product size and type
	3.3. Documentation associated with tasks is accurately completed according to enterprise procedures

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
- OHS in relation to operating machinery such as safely switching off machinery before cleaning is started   - collecting, analysing and organising information by collecting/receiving and checking finished job against job specifications   - problem-solving skills by identifying defects, irregularities and discrepancies and taking action according to enterprise procedures   - communication of ideas and information by labelling packaged goods according to enterprise procedures   - planning and organisingactivities by performing safely and efficiently fanning, knock up and splitting of product to ensure ease of use in next stage   - teamwork when maintaining the production process in association with others   - mathematical ideas and techniques by checking and weighing packaged goods   - use of technology by using pallet wrapping equipment
Required knowledge
- wrapping and packing materials and methods   - OHS regulations on packaged goods   - type of packaging determined   - type of transport or destination have a bearing on the wrapping and packing method   - number of units to be wrapped in each parcel   - details need to be recorded on dispatching labels, and why   - recorded of details when dispatching   - shipping documentation

Evidence Guide

EVIDENCE GUIDE	
The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the ability to: • prepare and pack TWO lots of printed or other paper product following correct procedures, job and workplace specifications and the listed Performance Criteria • demonstrate an ability to find and use information relevant to the task from a variety of information sources • product is correctly packed and labelled where necessary with no damage occurring to product due to packing • evidence for assessment may be gathered from assessment of the unit of competency alone or through an integrated assessment activity.
Context of and specific resources for assessment	Assessment must ensure: • assessment may take place on the job, off the job or a combination of these. Off the job assessment must be undertaken in a closely simulated workplace environment • resources and product to pack.
Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: • direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	
Enterprise procedures may include:	• range of enterprise procedures within defined work area.
Product types may include:	• range of products within the major categories of mail, security mail, paper, pressure sensitive material, board, corrugated board, plastics and related films.
Packaging techniques may include:	• various methods and equipment used in wrapping and packing of printed and printing related products.
Chemical type may include:	• chemicals and solvents commonly used for the reclamation of screens.
Type of inspection may include:	• various types of inspection techniques (i.e. 100%, random, periodic or continuous in-line inspection).
Quality standards may include:	• should meet client requirements and enterprise and industry standards.

Unit Sector(s)

Unit sector	

Competency field

Competency field	Support

Co-requisite units

Co-requisite units		

Innovation and Business Skills Australia