



Australian Government

ICPSUP2210 Pack and dispatch product

Release: 1

ICPSUP2210 Pack and dispatch product

Modification History

Release	Comments
Release 1	This version first released with ICP Printing and Graphic Arts Training Package Version 4.0.

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
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Assess final product	1.1 Collect finished job and check against job specifications according to enterprise procedures 1.2 Identify defects, irregularities and discrepancies and make corrections as required
2. Prepare stock for dispatch	2.1 Select and prepare workplace area for wrapping and packaging according to enterprise procedures 2.2 Prepare wrapping and packaging materials 2.3 Wrap and package product in pre-determined parcel sizes according to storage and delivery specifications 2.4 Check, weigh and label packaged goods according to delivery

ELEMENT	PERFORMANCE CRITERIA
	instructions, transportation regulations and enterprise procedures
3. Dispatch product	3.1 Place packaged product in storage prior to dispatch according to enterprise procedures 3.2 Dispatch product according to enterprise procedures and work health and safety (WHS) requirements 3.3 Record product dispatch details

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Writing	Records numerical and key information related to outcomes of the job
Numeracy	Uses simple mathematical calculations and arranges sequential numerical information
Planning and organising	- 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
Problem solving	Begins to identify and implement standard solutions for an increasing number of routine problems
Technology	Identifies purpose and some specific functions of some common digital tools used in work contexts

Unit Mapping Information

Supersedes and is equivalent to ICPSUP221 Pack and dispatch product.

Links

Companion Volume Implementation Guide is found on VETNet -

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