



Australian Government

ICPSUP2410 Undertake warehouse materials processing

Release: 1

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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 handle, dispatch and receive materials in a warehouse.

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. Undertake dispatch and receiving procedures	1.1 Manage warehouse materials according to enterprise procedures 1.2 Label incoming and outgoing materials according to enterprise procedures and legislative requirements 1.3 Store warehouse materials 1.4 Issue and dispatch materials
2. Determine handling methods	2.1 Determine type of material from labels, colour codes and signage 2.2 Identify material properties 2.3 Clarify identified uncertainties and unknowns with a designated

ELEMENT	PERFORMANCE CRITERIA
	person 2.4 Select and undertake handling methods according to material requirements
3. Shift loads	3.1 Package materials according to storage conditions, enterprise and work health and safety (WHS) requirements and regulatory requirements 3.2 Store materials according to enterprise requirements 3.3 Lift load according to requirements for balance, vision of operation and protection of load 3.4 Label and record materials according to enterprise procedures and legislative requirements

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
Reading	Identifies and interprets textual information to determine and adhere to requirements
Writing	Uses clear, specific and industry related terminology to complete and update workplace documentation
Numeracy	Uses simple mathematical calculations to determine weights and loads
Self-management	- Follows organisational procedures and legislative requirements - Takes responsibility for routine low-impact decisions within familiar situations
Teamwork	Uses appropriate communication protocols and conventions to confirm or clarify requirements with external authorities
Planning and organising	Plans routine tasks with familiar goals and outcomes, taking some limited responsibility for decisions regarding sequencing and timing

Unit Mapping Information

Supersedes and is equivalent to ICPSUP241 Undertake warehouse or stores materials processing.

Links

Companion Volume Implementation Guide is found on VETNet -

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