



**Australian Government**

# **ICPSUP241 Undertake warehouse or stores materials processing**

**Release: 1**

# ICPSUP241 Undertake warehouse or stores materials processing

## 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 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/receiving procedures	1.1 Warehouse/store standard operating procedures are understood and followed 1.2 Warehouse/store materials are managed according to enterprise standard operating procedures 1.3 Incoming/outgoing materials are labelled according to enterprise standard operating procedures and legislative requirements 1.4 Warehouse/store materials are labelled and stored according to enterprise standard operating procedures and legislative requirements 1.5 Materials are issued/dispatched according to enterprise

ELEMENT	PERFORMANCE CRITERIA
	standard operating procedures
2. Determine handling methods	2.1 Type of material is determined from labels, colour codes and signage 2.2 Material properties are understood 2.3 All relevant uncertainties and unknowns are clarified with an appropriately qualified authority 2.4 All relevant safety and emergency procedures are understood and implemented as required 2.5 All relevant regulations and codes of practices are understood and observed 2.6 Correct and appropriate handling methods are undertaken
3. Shift loads	3.1 Materials are packaged to meet safety, storage conditions, and site and legislative requirements 3.2 Materials are stored in a safe, orderly and retrievable manner 3.3 Load is lifted, ensuring balance, vision of operation and protection of load 3.4 Materials are labelled/identified and recorded according to site procedures and legislative requirements
4. Store bulk fluids/gases	4.1 Correct storage conditions are determined from instructions and manufacturer's specifications/directions 4.2 Containers are checked for safe and clean use 4.3 Containers are filled/emptied according to enterprise standard operational procedures and legislative requirements 4.4 Containers are handled and moved according to site procedures and legislative requirements 4.5 Containers are correctly labelled and stored according to enterprise standard operational procedures and legislative requirements

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

Skill	Performance	Description
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	<b>Criteria</b>	
Reading	1.1, 1.3-1.5, 2.1, 2.2, 2.4, 3.4, 4.1, 4.5	<ul style="list-style-type: none"> <li>Recognises and interprets textual information to determine and adhere to requirements</li> </ul>
Writing	1.3, 1.4, 2.3, 3.4, 4.5	<ul style="list-style-type: none"> <li>Uses clear, specific and industry related terminology to complete and update workplace documentation</li> </ul>
Oral Communication	2.3	<ul style="list-style-type: none"> <li>Uses listening and questioning techniques to confirm requirements</li> </ul>
Numeracy	3.3	<ul style="list-style-type: none"> <li>Uses simple mathematical calculations to determine weights and loads</li> </ul>
Navigate the world of work	1.2-1.5, 2.2, 2.4-2.6, 3.1, 3.2, 3.4, 4.2-4.5	<ul style="list-style-type: none"> <li>Follows organisational policies, procedures and legislative requirements</li> </ul>
Interact with others	2.3	<ul style="list-style-type: none"> <li>Uses appropriate communication protocols and conventions to confirm or clarify requirements with external authorities</li> </ul>
Get the work done	1.1, 1.2, 3.1-3.4, 4.3-4.5	<ul style="list-style-type: none"> <li>Plans routine tasks with familiar goals and outcomes, taking some limited responsibility for decisions regarding sequencing and timing</li> <li>Takes responsibility for routine low-impact decisions within familiar situations</li> </ul>

## Unit Mapping Information

<b>Code and title current version</b>	<b>Code and title previous version</b>	<b>Comments</b>	<b>Equivalence status</b>
ICPSUP241 Undertake warehouse or stores materials processing	ICPSU241C Undertake warehouse or stores materials processing	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>