



Australian Government

Assessment Requirements for ICPSUP3420 Undertake inventory procedures

Release: 1

Assessment Requirements for ICPSUP3420 Undertake inventory procedures

Modification History

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

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- apply inventory and enterprise procedures for supply and requisition of goods in the printing and graphic arts industry on at least five occasions.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- standard operating procedures to maintain inventory, including:
 - effect poor inventory control can have on enterprise procedures
 - the difference between requisitioning and purchasing
 - type of goods and materials filed under incoming or inward
 - type of goods and materials filed under outgoing or outward
 - process to maintain accurate recording and filing systems for inward/outward goods
 - process to maintain customer orders
 - process for good replenishment
- routine stocktaking, including:
 - systems used for stocktaking different types of goods
 - enterprise responsibility for calculating value of stock at the date of stocktake
 - enterprise records of stock value
 - system for segregating non-current stock
- requisitioning and recording of goods, including:
 - knowledge of personnel who have the authority to approve requisition of goods
 - special approval required for requisition of certain goods or materials
 - procedures to indicate goods received have been approved for production and comply with the purchase order

- procedures in place for urgent requisition of goods
- additional information that may need to be recorded prior to filing requisition orders.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the Support field of work and include access to:

- special purpose tools, equipment and materials
- inventory systems.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet -

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