ICPSUP3420 Undertake inventory procedures

Australian Government

Release: 1

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.

Application

This unit describes the skills and knowledge required to use inventory procedures and requisitioning.

It applies to individuals who perform a range of defined tasks relating to the printing and graphic arts industry, and who may also provide some leadership and guidance to others with some limited responsibility for the output of others.

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
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Use inventory procedures	1.1 Use requisition, purchase, shipping and invoice documentation as required according to enterprise procedures
	1.2 Access and maintain inward and outward record system
	1.3 Maintain customer order database according to enterprise procedures
	1.4 Book returned orders according to enterprise procedures
2. Requisition goods	2.1 Carry out requisition procedures
	2.2 Requisitioned good according to enterprise production schedule
	2.3 Record and file requisition documentation according to

ELEMENT	PERFORMANCE CRITERIA
	enterprise procedures

Foundation Skills

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

Skill	Description
Writing	• Uses specific and industry related terminology to complete and update workplace documentation
Numeracy	• Uses simple mathematical calculations to complete workplace requirements
Self-management	• Follows standard operating procedures to plan, organise and implement tasks
Technology	• Uses familiar digital systems and tools to access, organise, analyse and display information

Unit Mapping Information

Supersedes and is equivalent to ICPSUP342 Undertake inventory procedures.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a74b7a0f-a253-47e3-8be0-5d426e24131d