



Australian Government

Assessment Requirements for ICPSUP342

Undertake inventory procedures

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 1.0.

Performance Evidence

Evidence of the ability to:

- apply inventory and enterprise procedures for supply or requisition of goods
- compile a portfolio of inventory paperwork over a period of ONE month that shows correct implementation of inventory procedures and requisitioning of goods.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

Standard operating procedures to maintain inventory

- describe the effect poor inventory control can have on organisational procedures
- explain the difference between requisitioning and purchasing
- list the type of goods and materials filed under incoming or inward
- list the type of goods and materials filed under outgoing or outward
- explain how to maintain accurate recording and filing systems for inward/outward goods
- summarise how to accurately maintain customer's orders
- discuss why an order might be returned
- explain why checks are conducted on returned goods
- identify when goods should be replenished

Routine stocktaking

- describe the system used for stocktaking different types of goods (eg inks, substrates, consumables, perishables)
- identify who is responsible for calculating value of stock at the date of stocktake
- list records of stock value that are kept
- describe the system in place for segregating non-current stock

Requisitioning and recording of goods

- identify who has the authority to approve requisition of goods
- outline any special approval required for requisition of certain goods or materials
- explain procedures to indicate goods received have been approved for production and comply with the purchase order
- describe procedures in place for urgent requisition of goods
- list 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.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

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