



Australian Government

ICPSUP342 Undertake inventory procedures

Release: 1

ICPSUP342 Undertake inventory procedures

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 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
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Use inventory procedures	1.1 Inventory procedures are understood and carried out according to enterprise standard operating procedures 1.2 Requisition, purchase, shipping and invoice documentation is used as required according to enterprise standard operating procedures 1.3 Inward/outward recording/filing system is understood, accessed and maintained according to enterprise standard operating procedures 1.4 Customer orders are maintained according to enterprise standard operating procedures 1.5 Returned orders are booked back according to enterprise

ELEMENT	PERFORMANCE CRITERIA
	standard operating procedures
2. Requisition goods	2.1 Requisition procedures are understood and carried out according to enterprise standard operating procedures 2.2 Goods are requisitioned on time 2.3 All recording is completed and filed correctly according to enterprise standard operating procedures

Foundation Skills

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

Skill	Performance Criteria	Description
Reading	1.1-1.5, 2.1, 2.3	<ul style="list-style-type: none"> Recognises text within job specifications and follows written instructions
Writing	1.1-1.5, 2.3	<ul style="list-style-type: none"> Uses clear, specific and industry related terminology to complete and update workplace documentation
Numeracy	1.1-1.5, 2.3	<ul style="list-style-type: none"> Uses simple mathematical calculations to complete workplace requirements
Get the work done	1.1-1.5, 2.1-2.3	<ul style="list-style-type: none"> Follows standard operating procedures to plan, organise and implement tasks Uses familiar digital systems and tools to access, organise, analyse and display information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPSUP342 Undertake inventory procedures	ICPSU342C Undertake inventory procedures	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>