



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **ICPSU321C Pack and dispatch (advanced)**

**Revision Number: 1**

## ICPSU321C Pack and dispatch (advanced)

### Modification History

Not applicable.

### Unit Descriptor

<b>Unit descriptor</b>	This unit describes the performance outcomes, skills and knowledge required to coordinate and supervise the packing and dispatch of printed products.
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### Application of the Unit

<b>Application of the unit</b>	This unit requires the individual to coordinate the packing and dispatch of products.
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### Licensing/Regulatory Information

Not applicable.

### Pre-Requisites

<b>Prerequisite units</b>		

### Employability Skills Information

<b>Employability skills</b>	This unit contains employability skills.
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## Elements and Performance Criteria Pre-Content

<p>Elements describe the essential outcomes of a unit of competency.</p>	<p>Performance criteria describe the performance needed to demonstrate achievement of the element. Where <b>bold italicised</b> text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.</p>
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## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Assess final product	1.1. Finished job is collected/received and checked against job specifications according to <i>enterprise procedures</i> 1.2. Defects, irregularities and discrepancies are identified and action taken according to enterprise procedures
2. Assess wrapping and packaging requirements	2.1. Work instructions are checked to determine any specific customer wrapping and <i>packaging</i> requirements 2.2. Product is assessed to determine wrapping, parcelling and packaging requirements 2.3. Product destination and delivery time are confirmed to determine most appropriate delivery mode 2.4. Transportation/shipping requirements are determined
3. Prepare stock for dispatch	3.1. Suitable area for wrapping/packaging is selected and prepared 3.2. Wrapping and packaging materials are prepared 3.3. Product is wrapped in pre-determined parcel sizes as required 3.4. Product is packaged as appropriate to product size, type, destination, delivery route and method of transportation, according to workplace instructions, transportation/shipping regulations and OHS requirements 3.5. Packaged goods are <i>weighed</i> and labelled according to delivery instructions, transportation/shipping regulations and enterprise procedures
4. Dispatch product	4.1. Packaged product is stacked on/in appropriate storage/shipping containers prior to <i>dispatch</i> 4.2. Product is dispatched via appropriate delivery mode according to workplace instructions, enterprise procedures and OHS requirements 4.3. Product shipping details are recorded according to enterprise procedures 4.4. Delivery schedules are monitored and amended as required according to enterprise procedures

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

#### Required skills

- OHS in relation to operating machinery such as safely switching off machinery before cleaning is started
- communication of ideas and information by communicating with printers, transport suppliers and clients about needs and constraints on packing and dispatch of product
- collecting, analysing and organising information by accessing data about packaging products, requirements for packaging and transport and costs and time frames in order to efficiently deliver product
- planning and organising activities by establishing sequences and timelines for packing and dispatch to ensure timely delivery of product
- teamwork when liaising with printers, transport suppliers and clients to ensure timely delivery of undamaged product
- mathematical ideas and techniques by calculating weights, volumes and delivery times
- problem-solving skills by monitoring and amending delivery schedules
- use of technology by using planning software and on-line booking systems for transport

#### Required knowledge

- quality checking of printed matter for defects and discrepancies
- determining what is a defective print or item
- rectifying defects
- job against job specifications
- specific customer instructions for wrapping, packing and dispatching
- customer's specific requests for wrapping and packing
- ascertaining the quantities required for each destination
- wrapping and packing materials, methods and equipment used
- OHS concerns that are there when using packaging materials and equipment
- type of shipping container that is to be used
- requirements for wrapping manually
- requirements for mechanical wrapping
- packing requirements for the mode of transport being used
- use of weighing machines, scales and labelling equipment
- critical weight of each parcel for dispatch purposes
- importance of weighing and noting the weight of each parcel
- labelling requirements that are necessary
- use of pallet trucks, forklifts and storing and loading goods

**REQUIRED SKILLS AND KNOWLEDGE**

- OHS requirements for the use of forklifts
- maximum weight that the pallet truck/forklift can lift
- safety measures in place for the use of forklifts
- restrictions that are there for personnel in the use of forklifts
- checks that are in place to ensure goods are correctly loaded onto transport to prevent damage during transit
- monitoring delivery schedules
- ensuring that the time of delivery at each destination complies with client's requirements
- procedures that are in place if parcels do not reach their destination
- information sources
- manuals, safety and other documentation that are relevant to this task and where are they kept and information that is included in these documents
- modes of transport and writing of consignment notes
- factors that affect the choice of mode of transport for a particular consignment
- arrangements that need to be made for the consignment to be picked up by the transport company
- labelling that needs to be placed on the goods to ensure delivery to the right destination
- consignment note/dispatch documentation that needs to be completed
- the need for the signature of the driver necessary on the documentation
- the need for the time of dispatch be noted on documentation

## Evidence Guide

<b>EVIDENCE GUIDE</b>	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<b>Overview of assessment</b>	
<b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b>	<p>Evidence of the ability to:</p> <ul style="list-style-type: none"> <li>• supervising effective packing and dispatching of printed products</li> <li>• supervise the wrapping and packing of a variety of printed matter (at least THREE lots) and dispatch goods to at least THREE destinations to job sheet specifications and according to the listed Performance Criteria</li> <li>• evidence for assessment may be gathered from assessment of the unit of competency alone or through an integrated assessment activity.</li> </ul>
<b>Context of and specific resources for assessment</b>	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> <li>• resources and product to pack and dispatch.</li> </ul>
<b>Method of assessment</b>	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> <li>• direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.</li> </ul>
<b>Guidance information for assessment</b>	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended</p>

## Range Statement

<b>RANGE STATEMENT</b>	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Enterprise procedures</i> may include:	<ul style="list-style-type: none"> <li>range of enterprise procedures within defined work area.</li> </ul>
<i>Packing techniques</i> may include:	<ul style="list-style-type: none"> <li>methods of packing and use of equipment for wrapping and packing of screen printed products.</li> </ul>
<i>Weighing techniques</i> may include:	<ul style="list-style-type: none"> <li>accurate use of weighing machines and scales.</li> </ul>
<i>Dispatch methods</i> may include:	<ul style="list-style-type: none"> <li>packaging requirements for different methods of transportation of screen printed products (ie courier, interstate).</li> </ul>
<i>Type of inspection</i> may include:	<ul style="list-style-type: none"> <li>types of inspection techniques (i.e. 100%, random periodic and continuous in-line inspection).</li> </ul>
<i>Product mobility</i> may include:	<ul style="list-style-type: none"> <li>pallet trucks and forklifts for storage and loading of goods.</li> </ul>
<i>Quality standards</i> may include:	<ul style="list-style-type: none"> <li>client requirements and enterprise and industry standards.</li> </ul>

## Unit Sector(s)

<b>Unit sector</b>	
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## Competency field

<b>Competency field</b>	Support
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## Co-requisite units

Co-requisite units		