



Australian Government

ICPSUP120 Pack product

Release: 1

ICPSUP120 Pack product

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 safely and correctly pack basic printed or paper product without damage.

It applies to individuals who perform a range of mainly routine tasks in various sectors of the printing and graphic arts industry, using limited practical skills and fundamental knowledge in a defined context. They generally work under direct supervision.

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. Assess final product	1.1 Finished job is collected/received and checked against job specifications according to enterprise procedures 1.2 Defects, irregularities and discrepancies are identified and action taken according to enterprise procedures 1.3 Fanning, knock up and splitting of product is performed safely and efficiently to ensure ease of use in next stage
2. Pack product	2.1 Wrapping and packaging materials are prepared according to enterprise procedures 2.2 Product is packaged to specification 2.3 Packaged goods are checked, weighed and labelled according

ELEMENT	PERFORMANCE CRITERIA
	to delivery instructions and enterprise procedures
3. Prepare stock for next phase	3.1 Product is stacked onto pallets in a predetermined pattern that will stop the product falling or being damaged 3.2 If required, the pallet is wrapped and moved safely to another location in predetermined form as appropriate to product size and type 3.3 Documentation associated with tasks is accurately completed according to 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	Performance Criteria	Description
Reading	1.1, 2.3, 3.3	Recognises text within job specifications and follows written instructions
Writing	2.3, 3.3	Completes relevant documentation associated with tasks
Numeracy	2.3	Uses simple mathematical techniques to calculate weight and size of packaged goods
Navigate the world of work	1.1-1.3, 2.1, 2.3, 3.3	Recognises and follows organisational and legislative requirements associated with own role
Get the work done	1.1-1.3, 2.2, 2.3, 3.1, 3.2	- Follows pre-determined, sequenced plans for tasks with more than one step - Follows clear, step-by-step instructions or procedures to address a small set of identified, routine problems directly relevant to own role

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPSUP120 Pack	ICPSU120C Pack	Updated to meet	Equivalent unit

Code and title current version	Code and title previous version	Comments	Equivalence status
product	product	Standards for Training Packages	

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for ICPSUP120 Pack product

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Performance Evidence

Evidence of the ability to:

- prepare and pack TWO lots of printed or other paper product following correct procedures, and job and workplace specifications.

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:

- outline how to safely operate wrapping equipment and/or use wrapping and packing materials
- explain how to decide on appropriate methods and types of packaging
- explain how the type of transport or destination have a bearing on the wrapping and packing method
- explain methods used to determine number of units to be wrapped in each parcel
- explain the documents that must accompany packed product and the records that are needed.

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 resources and product to pack.

Assessors must satisfy NVR/AQTF assessor requirements.

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