



Australian Government

ICPSUP2210 Pack and dispatch product

Release: 1

ICPSUP2210 Pack and dispatch product

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 pack and dispatch basic printed products according to enterprise procedures.

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 Collect finished job and check against job specifications according to enterprise procedures 1.2 Identify defects, irregularities and discrepancies and make corrections as required
2. Prepare stock for dispatch	2.1 Select and prepare workplace area for wrapping and packaging according to enterprise procedures 2.2 Prepare wrapping and packaging materials 2.3 Wrap and package product in pre-determined parcel sizes according to storage and delivery specifications 2.4 Check, weigh and label packaged goods according to delivery

ELEMENT	PERFORMANCE CRITERIA
	instructions, transportation regulations and enterprise procedures
3. Dispatch product	3.1 Place packaged product in storage prior to dispatch according to enterprise procedures 3.2 Dispatch product according to enterprise procedures and work health and safety (WHS) requirements 3.3 Record product dispatch details

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Writing	Records numerical and key information related to outcomes of the job
Numeracy	Uses simple mathematical calculations and arranges sequential numerical information
Planning and organising	- Determines priorities and sequences steps involved in clearly defined, familiar tasks, and identifies and assembles required resources - Takes responsibility for routine low-impact decisions within familiar situations
Problem solving	Begins to identify and implement standard solutions for an increasing number of routine problems
Technology	Identifies purpose and some specific functions of some common digital tools used in work contexts

Unit Mapping Information

Supersedes and is equivalent to ICPSUP221 Pack and dispatch product.

Links

Companion Volume Implementation Guide is found on VETNet -

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

Assessment Requirements for ICPSUP2210 Pack and dispatch product

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- prepare, pack and dispatch two batches of printed or printing related products according to job specifications and enterprise procedures.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- work health and safety (WHS) risks and requirements for:
 - wrapping and packing goods
 - dispatching product in each delivery mode
- the items required in the dispatch process
- the required checks performed prior to packaging the product
- the selection criteria for wrapping/packaging areas
- methods of identifying a defective print or item and correcting identified defects
- the process of selecting the required delivery mode for a job and factors that must be considered
- the method of selecting the required type of packaging
- the impact of the type of transport or destination on the wrapping and packing method
- the method for determining the number of units wrapped in each parcel
- dispatching labels, the reasons they are required and the details they must record
- sources of information for shipping details
- the weight limitations on dispatched products
- techniques for completing documentation of dispatched product
- transportation regulations and their relation to dispatching stock
- manufacturer manuals, enterprise procedures and work health and safety documentation, including their location and purpose.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- product to pack and dispatch.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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