



Australian Government

ICPSUP221 Pack and dispatch product

Release: 1

ICPSUP221 Pack and dispatch 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 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 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
2. Prepare stock for dispatch	2.1 Suitable area for wrapping/packaging is selected and prepared 2.2 Wrapping and packaging materials are prepared according to enterprise procedures 2.3 Product is wrapped and packaged in pre-determined parcel sizes according to enterprise procedures, job specifications, storage and delivery specifications

ELEMENT	PERFORMANCE CRITERIA
	2.4 Packaged goods are checked, weighed and labelled according to delivery instructions, transportation/shipping regulations and enterprise procedures
3. Dispatch product	3.1 Packaged product is stacked on/in appropriate storage/shipping containers prior to dispatch 3.2 Product is dispatched via appropriate delivery mode according to enterprise procedures, job specifications and work health and safety (WHS) requirements 3.3 Product shipping/dispatch details are recorded according to enterprise procedures 3.4 Documentation associated with tasks, where relevant, 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, 2.2-2.4, 3.2-3.4	Recognises text within job specifications and follows written instructions
Writing	2.4, 3.3, 3.4	Records numerical and key information related to outcomes of the job
Numeracy	2.3, 2.4	Uses simple mathematical calculations and arranges sequential numerical information
Navigate the world of work	1.1, 1.2, 2.2-2.4, 3.2-3.4	Takes some personal responsibility for adherence to legal and regulatory requirements with specific reference to safe working practices
Get the work done	1.1, 1.2, 2.1-2.4, 3.1	- 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 - Understands purpose and some specific functions of some common digital tools used in work contexts - Begins to identify and implement standard solutions for an increasing number of routine problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPSUP221 Pack and dispatch product	ICPSU221C Pack and dispatch product	Updated to meet Standards for Training Packages	Equivalent unit

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 ICPSUP221 Pack and dispatch product

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Performance Evidence

Evidence of the ability to:

- prepare, pack and dispatch TWO lots of printed or printing related products, following correct procedures, job and workplace specifications
- accurately complete required documentation for products.

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:

Preparing stock for dispatch

- identify items required in the dispatch process
- describe checks performed prior to packaging the product
- explain how to identify a defective print or item
- explain how defects are rectified

Wrapping and packing materials and methods

- outline work health and safety requirements when wrapping and packing goods
- describe how to determine the type of packaging to be used
- explain how the type of transport or destination has a bearing on the wrapping and packing method
- explain how to determine the number of units to be wrapped in each parcel
- describe details to record on dispatching labels, and why they are required

Dispatching product

- identify where shipping details are obtained
- list weight limitations placed on dispatched products
- describe priorities used for dispatching the product

- explain how to determine the appropriate delivery mode
- summarise how to complete documentation of dispatched product.

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 and dispatch.

Assessors must satisfy NVR/AQTF assessor requirements.

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