



Australian Government

ICPSUP2410 Undertake warehouse materials processing

Release: 1

ICPSUP2410 Undertake warehouse materials processing

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 handle, dispatch and receive materials in a warehouse.

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. Undertake dispatch and receiving procedures	1.1 Manage warehouse materials according to enterprise procedures 1.2 Label incoming and outgoing materials according to enterprise procedures and legislative requirements 1.3 Store warehouse materials 1.4 Issue and dispatch materials
2. Determine handling methods	2.1 Determine type of material from labels, colour codes and signage 2.2 Identify material properties 2.3 Clarify identified uncertainties and unknowns with a designated

ELEMENT	PERFORMANCE CRITERIA
	person 2.4 Select and undertake handling methods according to material requirements
3. Shift loads	3.1 Package materials according to storage conditions, enterprise and work health and safety (WHS) requirements and regulatory requirements 3.2 Store materials according to enterprise requirements 3.3 Lift load according to requirements for balance, vision of operation and protection of load 3.4 Label and record materials according to enterprise procedures and legislative requirements

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
Reading	Identifies and interprets textual information to determine and adhere to requirements
Writing	Uses clear, specific and industry related terminology to complete and update workplace documentation
Numeracy	Uses simple mathematical calculations to determine weights and loads
Self-management	- Follows organisational procedures and legislative requirements - Takes responsibility for routine low-impact decisions within familiar situations
Teamwork	Uses appropriate communication protocols and conventions to confirm or clarify requirements with external authorities
Planning and organising	Plans routine tasks with familiar goals and outcomes, taking some limited responsibility for decisions regarding sequencing and timing

Unit Mapping Information

Supersedes and is equivalent to ICPSUP241 Undertake warehouse or stores materials processing.

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 ICPSUP2410 Undertake warehouse materials processing

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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:

- demonstrate handling and storage techniques and procedures for at least three different types of materials.

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:
 - checking lifting gear before use
 - handling loads with lifting gear
 - moving and placing loads through working space
 - storing, handling and moving bulk fluids and gases
- enterprise procedures in place for receipt and inspection of goods on arrival
- legislative requirements affecting materials processing and warehouse procedures
- indicators that goods received have been approved for production and comply with the purchase order
- enterprise procedures and legislative requirements for labelling goods
- enterprise procedures in place if dispatched goods do not reach their destination or are not received as requested
- personnel authorised to sign for goods received
- material properties and requirements for specific material types, including specific requirements for the storage of fluids and gases
- production problems caused by inconsistent stock handling
- procedure for reporting and recording damaged materials
- alternative uses for damaged stock or materials
- company insurance policy for damaged stock and materials

- effect of relative humidity and temperature on substrates
- effect of ultra violet light on exposed rubber blankets or rollers
- techniques for storing materials in relation to their use-by date or shelf life
- storing procedures for heavy or liquid materials in a shelving system
- 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:

- special purpose tools, equipment and materials
- warehouse facilities.

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

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