



Australian Government

ICPSUP241 Undertake warehouse or stores materials processing

Release: 1

ICPSUP241 Undertake warehouse or stores materials processing

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 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/receiving procedures	1.1 Warehouse/store standard operating procedures are understood and followed 1.2 Warehouse/store materials are managed according to enterprise standard operating procedures 1.3 Incoming/outgoing materials are labelled according to enterprise standard operating procedures and legislative requirements 1.4 Warehouse/store materials are labelled and stored according to enterprise standard operating procedures and legislative requirements 1.5 Materials are issued/dispatched according to enterprise

ELEMENT	PERFORMANCE CRITERIA
	standard operating procedures
2. Determine handling methods	2.1 Type of material is determined from labels, colour codes and signage 2.2 Material properties are understood 2.3 All relevant uncertainties and unknowns are clarified with an appropriately qualified authority 2.4 All relevant safety and emergency procedures are understood and implemented as required 2.5 All relevant regulations and codes of practices are understood and observed 2.6 Correct and appropriate handling methods are undertaken
3. Shift loads	3.1 Materials are packaged to meet safety, storage conditions, and site and legislative requirements 3.2 Materials are stored in a safe, orderly and retrievable manner 3.3 Load is lifted, ensuring balance, vision of operation and protection of load 3.4 Materials are labelled/identified and recorded according to site procedures and legislative requirements
4. Store bulk fluids/gases	4.1 Correct storage conditions are determined from instructions and manufacturer's specifications/directions 4.2 Containers are checked for safe and clean use 4.3 Containers are filled/emptied according to enterprise standard operational procedures and legislative requirements 4.4 Containers are handled and moved according to site procedures and legislative requirements 4.5 Containers are correctly labelled and stored according to enterprise standard operational procedures and legislative requirements

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance	Description
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	Criteria	
Reading	1.1, 1.3-1.5, 2.1, 2.2, 2.4, 3.4, 4.1, 4.5	Recognises and interprets textual information to determine and adhere to requirements
Writing	1.3, 1.4, 2.3, 3.4, 4.5	Uses clear, specific and industry related terminology to complete and update workplace documentation
Oral Communication	2.3	Uses listening and questioning techniques to confirm requirements
Numeracy	3.3	Uses simple mathematical calculations to determine weights and loads
Navigate the world of work	1.2-1.5, 2.2, 2.4-2.6, 3.1, 3.2, 3.4, 4.2-4.5	Follows organisational policies, procedures and legislative requirements
Interact with others	2.3	Uses appropriate communication protocols and conventions to confirm or clarify requirements with external authorities
Get the work done	1.1, 1.2, 3.1-3.4, 4.3-4.5	- Plans routine tasks with familiar goals and outcomes, taking some limited responsibility for decisions regarding sequencing and timing - Takes responsibility for routine low-impact decisions within familiar situations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPSUP241 Undertake warehouse or stores materials processing	ICPSU241C Undertake warehouse or stores materials processing	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 ICPSUP241 Undertake warehouse or stores materials processing

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Performance Evidence

Evidence of the ability to:

- correctly handle, dispatch and receive goods in a warehouse/store
- demonstrate handling and storage techniques and procedures for at least THREE different types of goods/materials.

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:

Dispatching and receiving production materials

- outline procedures in place for receipt and inspection of goods on arrival
- list indicators that goods received have been approved for production and comply with the purchase order
- explain reasons why goods have to be labelled according to operating procedures and legislative requirements
- describe procedures in place if dispatched goods do not reach their destination
- outline procedures in place if goods are not received as requested
- identify who is authorised to sign for goods received

Handling methods and procedures

- outline production problems caused by inconsistent stock handling
- explain the procedure for reporting and recording damaged materials
- list alternative uses for damaged stock or materials
- describe the company insurance policy for damaged stock and materials

Storing and packaging of warehouse/store materials

- explain the effect of relative humidity and temperature on substrates
- outline the effect of ultra violet light on exposed rubber blankets or rollers
- explain how materials should be stored in relation to their use-by date or shelf life
- summarise the correct storing of heavy or liquid materials in a shelving system.

Information sources

- outline the information in machine manuals, safety and other documentation relevant to this task

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 special purpose tools, equipment and materials.

Assessors must satisfy NVR/AQTF assessor requirements.

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