



Australian Government

ICPSUP3210 Pack and dispatch (advanced)

Release: 1

ICPSUP3210 Pack and dispatch (advanced)

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 coordinate packing and dispatch of printed products.

It applies to individuals who perform a range of defined tasks relating to the printing and graphic arts industry, and who may also provide some guidance to others and have some limited responsibility for the output of others.

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 take required action according to enterprise procedures
2. Assess wrapping and packaging requirements	2.1 Determine specific customer wrapping and packaging requirements according to job specifications 2.2 Determine wrapping, parcelling and packaging requirements according to product assessment 2.3 Confirm product destination and delivery time and select delivery mode

ELEMENT	PERFORMANCE CRITERIA
	2.4 Determine transportation requirements
3. Prepare stock for dispatch	3.1 Select and prepare area for wrapping and packaging 3.2 Prepare wrapping and packaging materials 3.3 Wrap product in pre-determined parcel sizes as required 3.4 Package product according to product size, type, destination, delivery route and method of transportation requirements, and enterprise procedures, transportation regulations and work health and safety (WHS) requirements 3.5 Weigh and label packaged goods according to delivery instructions, transportation regulations and enterprise procedures
4. Dispatch product	4.1 Store packaged product according to enterprise procedures prior to dispatch 4.2 Dispatch product via selected delivery mode according to workplace instructions, enterprise procedures and WHS requirements 4.3 Record product shipping details 4.4 Monitor delivery schedules and amend as required

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 relevant text within job specifications and enterprise documents and follows written instructions
Writing	Uses clear, specific and industry related terminology to complete and update workplace documentation
Oral Communication	- Uses vocabulary for intended audience to convey information - Uses listening and questioning techniques to confirm understanding
Numeracy	Uses simple mathematical calculations and arranges numerical information sequentially
Self-management	Identifies and follows organisational procedures associated with own role
Planning and	Takes responsibility for planning, organising and implementing tasks required to achieve required outcomes

organising	
Problem solving	• Initiates standard procedures when responding to familiar problems and making work related decisions
Technology	• Identifies purposes, specific functions and key features of common digital systems and tools and operates them effectively to complete routine tasks

Unit Mapping Information

Supersedes and is equivalent to ICPSUP321 Pack and dispatch (advanced).

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 ICPSUP3210 Pack and dispatch (advanced)

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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:

- supervise wrapping and packing of at least three batches of printed matter, and dispatch goods to at least three different destinations, according to job specifications.

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:

- enterprise procedures and manufacturer specifications, and work health and safety (WHS) requirements for:
 - use of packaging materials and equipment
 - use of forklifts
- defective print and items and signs of defects
- checks required for:
 - customer wrapping and packing requests
 - delivery schedules and procedures when parcels fail to reach their destination
- requirements for mechanical and manual wrapping
- modes of transport used to transfer loads, their packing requirements and factors that affect their selection
- importance of weighing and each parcel's critical weight
- organisation labelling requirements
- restrictions and weight capabilities of forklifts
- process of arranging pickup of consignment and required documentation to be completed
- organisation labelling standards for delivery
- manufacturer manuals, enterprise procedures and WHS 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
- 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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