



Australian Government

Assessment Requirements for ICPSUP321 Pack and dispatch (advanced)

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with ICP Printing and Graphic Arts Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- supervise wrapping and packing of a variety of printed matter (at least THREE lots), and dispatch goods to at least THREE destinations according to job sheet specifications.

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:

Quality checking of printed matter for defects and discrepancies

- give examples of defective print or items and explain how each defect can be rectified
- explain how to check the job against job specifications

Specific customer instructions for wrapping, packing and dispatching

- explain how to check customer's specific requests for wrapping and packing
- explain how to ascertain quantities required for each destination

Wrapping and packing materials, methods and equipment used

- outline work health and safety (WHS) concerns when using packaging materials and equipment
- identify requirements for mechanical and manual wrapping
- list the modes of transport used to transfer loads and describe the packing requirements for each mode of transport

Use of weighing machines, scales and labelling equipment

- identify the critical weight of each parcel for dispatch purposes
- explain importance of weighing and noting the weight of each parcel

- identify necessary labelling requirements

Use of pallet trucks, forklifts and storing and loading goods

- identify WHS requirements and safety measures for use of forklifts
- describe restrictions in place for personnel in the use of forklifts
- identify maximum weight the pallet truck/forklift can lift
- list checks in place to ensure goods are correctly loaded onto transport to prevent damage during transit

Monitoring delivery schedules

- identify ways of ensuring time of delivery at each destination complies with client's requirements
- outline procedures in place if parcels do not reach their destination

Information sources

- explain where to find relevant machine manuals, safety and other documentation and outline the information in each source

Modes of transport and writing of consignment notes

- list factors that affect the mode of transport chosen for a particular consignment
- explain the process for arranging the pickup of the consignment by the transport company
- describe the labels required on the goods to ensure delivery to the right destination
- outline the consignment note/dispatch documentation to be completed
- explain why the signature of the driver and time of dispatch must be noted on documentation.

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.

Links

Companion Volume implementation guides are found in VETNet -

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