



Australian Government

ICPSUP321 Pack and dispatch (advanced)

Release: 1

ICPSUP321 Pack and dispatch (advanced)

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 coordinate and supervise 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 leadership and guidance to others with 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 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. Assess wrapping and packaging requirements	2.1 Work instructions are checked to determine any specific customer wrapping and packaging requirements 2.2 Product is assessed to determine wrapping, parcelling and packaging requirements 2.3 Product destination and delivery time are confirmed to determine most appropriate delivery mode

ELEMENT	PERFORMANCE CRITERIA
	2.4 Transportation/shipping requirements are determined
3. Prepare stock for dispatch	3.1 Suitable area for wrapping/packaging is selected and prepared 3.2 Wrapping and packaging materials are prepared 3.3 Product is wrapped in pre-determined parcel sizes as required 3.4 Product is packaged as appropriate to product size, type, destination, delivery route and method of transportation, according to workplace instructions, transportation/shipping regulations and work health and safety (WHS) requirements 3.5 Packaged goods are weighed using appropriate weighing machines and scales, and labelled according to delivery instructions, transportation/shipping regulations and enterprise procedures
4. Dispatch product	4.1 Packaged product is stacked on/in appropriate storage/shipping containers prior to dispatch 4.2 Product is dispatched via appropriate delivery mode according to workplace instructions, enterprise procedures and WHS requirements 4.3 Product shipping details are recorded according to enterprise procedures 4.4 Delivery schedules are monitored and amended as required 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, 2.1, 3.3-3.5, 4.2-4.4	Recognises relevant text within job specifications and enterprise documents and follows written instructions
Writing	3.5, 4.3, 4.4	Uses clear, specific and industry related terminology to complete and update workplace documentation
Oral Communication	2.1, 2.3, 2.4	- Uses vocabulary suitable to audience to convey information - Uses listening and questioning techniques to confirm understanding

Numeracy	2.3, 3.3, 3.5	• Uses simple mathematical calculations and arranges numerical information sequentially
Navigate the world of work	1.1, 1.2, 3.4, 3.5, 4.2-4.4	• Recognises and follows organisational and legislative requirements associated with own role
Get the work done	1.2, 2.2-2.4, 3.1-3.3, 4.1, 4.4	• Takes responsibility for planning, organising and implementing tasks required to achieve required outcomes • Initiates standard procedures when responding to familiar problems or making work related decisions • Understands purposes, specific functions and key features of common digital systems and tools and operates them effectively to complete routine tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPSUP321 Pack and dispatch (advanced)	ICPSU321C Pack and dispatch (advanced)	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 ICPSUP321 Pack and dispatch (advanced)

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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.

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