



Australian Government

ICPSUP3420 Undertake inventory procedures

Release: 1

ICPSUP3420 Undertake inventory procedures

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 use inventory procedures and requisitioning.

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. Use inventory procedures	1.1 Use requisition, purchase, shipping and invoice documentation as required according to enterprise procedures 1.2 Access and maintain inward and outward record system 1.3 Maintain customer order database according to enterprise procedures 1.4 Book returned orders according to enterprise procedures
2. Requisition goods	2.1 Carry out requisition procedures 2.2 Requisitioned good according to enterprise production schedule 2.3 Record and file requisition documentation according to

ELEMENT	PERFORMANCE CRITERIA
	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	Description
Writing	Uses specific and industry related terminology to complete and update workplace documentation
Numeracy	Uses simple mathematical calculations to complete workplace requirements
Self-management	Follows standard operating procedures to plan, organise and implement tasks
Technology	Uses familiar digital systems and tools to access, organise, analyse and display information

Unit Mapping Information

Supersedes and is equivalent to ICPSUP342 Undertake inventory procedures.

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 ICPSUP3420 Undertake inventory procedures

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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:

- apply inventory and enterprise procedures for supply and requisition of goods in the printing and graphic arts industry on at least five occasions.

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:

- standard operating procedures to maintain inventory, including:
 - effect poor inventory control can have on enterprise procedures
 - the difference between requisitioning and purchasing
 - type of goods and materials filed under incoming or inward
 - type of goods and materials filed under outgoing or outward
 - process to maintain accurate recording and filing systems for inward/outward goods
 - process to maintain customer orders
 - process for good replenishment
- routine stocktaking, including:
 - systems used for stocktaking different types of goods
 - enterprise responsibility for calculating value of stock at the date of stocktake
 - enterprise records of stock value
 - system for segregating non-current stock
- requisitioning and recording of goods, including:
 - knowledge of personnel who have the authority to approve requisition of goods
 - special approval required for requisition of certain goods or materials
 - procedures to indicate goods received have been approved for production and comply with the purchase order

- procedures in place for urgent requisition of goods
- additional information that may need to be recorded prior to filing requisition orders.

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
- inventory systems.

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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