



Australian Government

ICPSUP342 Undertake inventory procedures

Release: 1

ICPSUP342 Undertake inventory procedures

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 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 Inventory procedures are understood and carried out according to enterprise standard operating procedures 1.2 Requisition, purchase, shipping and invoice documentation is used as required according to enterprise standard operating procedures 1.3 Inward/outward recording/filing system is understood, accessed and maintained according to enterprise standard operating procedures 1.4 Customer orders are maintained according to enterprise standard operating procedures 1.5 Returned orders are booked back according to enterprise

ELEMENT	PERFORMANCE CRITERIA
	standard operating procedures
2. Requisition goods	2.1 Requisition procedures are understood and carried out according to enterprise standard operating procedures 2.2 Goods are requisitioned on time 2.3 All recording is completed and filed correctly according to enterprise standard operating 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	1.1-1.5, 2.1, 2.3	Recognises text within job specifications and follows written instructions
Writing	1.1-1.5, 2.3	Uses clear, specific and industry related terminology to complete and update workplace documentation
Numeracy	1.1-1.5, 2.3	Uses simple mathematical calculations to complete workplace requirements
Get the work done	1.1-1.5, 2.1-2.3	- Follows standard operating procedures to plan, organise and implement tasks - Uses familiar digital systems and tools to access, organise, analyse and display information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPSUP342 Undertake inventory procedures	ICPSU342C Undertake inventory procedures	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 ICPSUP342 Undertake inventory procedures

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Performance Evidence

Evidence of the ability to:

- apply inventory and enterprise procedures for supply or requisition of goods
- compile a portfolio of inventory paperwork over a period of ONE month that shows correct implementation of inventory procedures and requisitioning of goods.

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:

Standard operating procedures to maintain inventory

- describe the effect poor inventory control can have on organisational procedures
- explain the difference between requisitioning and purchasing
- list the type of goods and materials filed under incoming or inward
- list the type of goods and materials filed under outgoing or outward
- explain how to maintain accurate recording and filing systems for inward/outward goods
- summarise how to accurately maintain customer's orders
- discuss why an order might be returned
- explain why checks are conducted on returned goods
- identify when goods should be replenished

Routine stocktaking

- describe the system used for stocktaking different types of goods (eg inks, substrates, consumables, perishables)
- identify who is responsible for calculating value of stock at the date of stocktake
- list records of stock value that are kept
- describe the system in place for segregating non-current stock

Requisitioning and recording of goods

- identify who has the authority to approve requisition of goods
- outline any special approval required for requisition of certain goods or materials
- explain procedures to indicate goods received have been approved for production and comply with the purchase order
- describe procedures in place for urgent requisition of goods
- list 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.

Assessors must satisfy NVR/AQTF assessor requirements.

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