



Australian Government

Assessment Requirements for ICPSUP345 Purchase materials and schedule deliveries

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:

- identify type, quality and quantity of materials required according to order specifications and enterprise procedures
- correctly purchase materials and arrange delivery
- produce a portfolio of paperwork that shows purchasing of materials and scheduling of deliveries over a period of at least ONE month, where there were no major interruptions to production caused by absence of materials, and no excess materials in stock.

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:

Determining materials and purchasing requirements

- explain how to obtain customer order specifications
- explain the need to keep an accurate stock control system
- outline the stock control systems in place
- explain how to determine when stock needs replenishing
- describe when it is appropriate to ask a customer or client to verify verbal instructions

Purchasing procedures

- describe preferred suppliers and the products they supply
- explain who should raise an order and where
- describe which contracts are listed for purchase orders
- explain reasons for purchasing contracts
- identify who is responsible for determining the required quantity in the order
- outline special instructions that can be listed on orders

- outline how to maintain accurate purchasing records

Scheduling materials delivery

- describe the actions required if delivery requirements cannot be met
- explain why purchasing schedules may need adjustment
- explain effects atmospheric conditions and light can have on materials in storage.

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.

Links

Companion Volume implementation guides are found in VETNet -

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