



Australian Government

ICPSUP345 Purchase materials and schedule deliveries

Release: 1

ICPSUP345 Purchase materials and schedule deliveries

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 knowledge required to purchase materials and schedule deliveries for production and/or storage. It is applicable to a production section or a stores/warehouse.

It applies to individuals who perform a range of defined tasks relating to the printing and screen printing 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. Identify material requirements	1.1 Customer/client is consulted as appropriate and customer order specifications detailed 1.2 Supporting production data is examined 1.3 Required materials are identified including type, quality and quantity 1.4 Required quantities are estimated according to predetermined standards 1.5 Purchase order/list is developed according to enterprise standard operating procedures
2. Purchase materials and	2.1 Delivery requirements are determined from production plan

ELEMENT	PERFORMANCE CRITERIA
schedule deliveries	2.2 Supplier/vendor is informed of requirements and specifications 2.3 Supply/purchasing schedules are adjusted where required 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	1.1-1.3, 2.1	Recognises relevant text in orders and enterprise documentation
Writing	1.1, 1.4, 1.5, 2.2, 2.3	Uses clear, specific and industry related terminology to complete and update workplace documentation
Oral Communication	1.1, 2.2	Clearly explains requirements using language appropriate to audience and environment
Numeracy	1.2-1.5, 2.1-2.3	Uses simple mathematical calculations and techniques to examine production data and determine material requirements
Navigate the world of work	1.4	Takes personal responsibility for adherence to enterprise standards
Get the work done	1.3, 1.5	Takes responsibility for planning, organising and implementing tasks according to standard operating procedures

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPSUP345 Purchase materials and schedule deliveries	ICPSU345C Purchase materials and schedule deliveries	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 ICPSUP345 Purchase materials and schedule deliveries

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