



Australian Government

Department of Education, Employment and Workplace Relations

ICPSU221C Pack and dispatch product

Revision Number: 1

ICPSU221C Pack and dispatch product

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to pack and dispatch basic printed products.
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Application of the Unit

Application of the unit	This unit requires the individual to pack and dispatch printed products according to enterprise procedures.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
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. Prepare stock for dispatch	2.1.Suitable area for wrapping/packaging is selected and prepared 2.2.Wrapping and packaging materials are prepared according to enterprise procedures 2.3.Product is wrapped and packaged in pre-determined parcel sizes according to enterprise procedures, job specifications, storage and delivery specifications 2.4.Product is packaged in predetermined form as appropriate to product size, type, destination, delivery route and method of transportation; and according to workplace instructions, transportation/shipping regulations and OHS requirements 2.5.Packaged goods are checked, weighed and labelled according to delivery instructions, transportation/shipping regulations and enterprise procedures
3. Dispatch product	3.1.Packaged product is stacked on/in appropriate storage/shipping containers prior to dispatch 3.2.Product is dispatched via appropriate delivery mode according to enterprise procedures, job specifications and OHS requirements 3.3.Product shipping/dispatch details are recorded according to enterprise procedures 3.4.Documentation associated with tasks, where relevant, is accurately completed according to enterprise procedures

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- OHS in relation to operating machinery such as safely switching off machinery before cleaning is started
- communication of ideas and information by labelling packaged goods according to delivery instructions
- collecting, analysing and organising information by accessing information about packing requirements for various products with regard to protecting product and meeting transport needs and fulfilling these requirements
- planning and organising activities by preparing stock prior to dispatch
- teamwork when liaising with printers, transport suppliers and customers to ensure product arrives undamaged and on time
- mathematical ideas and techniques by calculating weights and dividing jobs into separate packages to meet transport needs
- problem-solving skills by checking finished job and taking remedial action
- use of technology by weighing stock and packaging

Required knowledge

- preparing stock for dispatch
- items that will be required in the process of dispatching
- checks that are performed prior to packaging the product
- identifying a defective print or item
- defect rectification
- wrapping and packing materials and methods
- OHS regulations on packaged goods
- type of packaging to be used
- transport or destination's bearing on the wrapping and packing method
- number of units to be wrapped in each parcel
- details that need to be recorded on dispatching labels and why
- dispatching product
- shipping details to be obtained
- weight limitations that are there on dispatched products
- priorities that are used for dispatching the product
- appropriate delivery mode
- completing documentation of dispatched product

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the ability to:

- correctly packing and dispatching printed products and accurately completing documentation
- demonstrate an ability to find and use information relevant to the task from a variety of information sources
- prepare, pack and dispatch TWO lots of printed or printing related product following correct procedures, job and workplace specifications and the listed Performance Criteria
- evidence for assessment may be gathered from assessment of the unit of competency alone or through an integrated assessment activity.

Context of and specific resources for assessment

Assessment must ensure:

- assessment may take place on the job, off the job or a combination of these. Off the job assessment must be undertaken in a closely simulated workplace environment
- resources and product to pack and dispatch.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.

Guidance information for assessment

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	
<i>Enterprise procedures</i> may include:	range of enterprise procedures within defined work area.
<i>Packaging techniques</i> may include:	various methods and equipment used in wrapping and packing of printed and printing related products.
<i>Product types</i> may include:	range of products within the major categories of paper, pressure sensitive material, board, corrugated board, plastics and related films, or metal; printing plates, cylinders, disks.
<i>Dispatch methods</i> may include:	packaging requirements for the various methods of transportation of products.
<i>Type of inspections</i> may include:	various types of inspection and testing techniques (ie 100%, random, periodic or continuous in-line inspection).
<i>Quality standards</i> may include:	should meet client requirements and enterprise and industry standards.
<i>Substrate handling</i> may include:	wide and narrow reel and large and small sheet dispatch configurations.

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Support
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Co-requisite units

Co-requisite units		