



Australian Government

Department of Education, Employment and Workplace Relations

ICPSU241C Undertake warehouse or stores materials processing

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to handle, dispatch and receive materials in a warehouse.
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Application of the Unit

Application of the unit	This unit requires the individual to receive, dispatch and handle goods in a warehouse
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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. Undertake dispatch/receiving procedures	1.1. Warehouse/store standard operating procedures are understood and followed 1.2. Warehouse/store materials are managed according to enterprise standard operating procedures 1.3. Incoming/outgoing materials are labelled according to enterprise standard operating procedures and legislative requirements 1.4. Warehouse/store materials are labelled and stored according to enterprise standard operating procedures and legislative requirements 1.5. Materials are issued/dispatched according to enterprise standard operating procedures 1.6. Issued/dispatched materials are recorded to enterprise standard operating procedures
2. Determine handling methods	2.1. Type of material is determined from labels, colour codes, signage 2.2. Material properties are understood 2.3. All relevant uncertainties and unknowns are clarified with appropriately qualified authority 2.4. All relevant safety and emergency procedures are understood and implemented as required 2.5. All relevant regulations and codes of practices are understood and observed 2.6. Correct and appropriate handling methods are undertaken
3. Shift loads	3.1. Materials are packaged to meet safety, storage conditions, and site and legislative requirements 3.2. Materials are stored in a safe, orderly and retrievable manner 3.3. Load is lifted, ensuring balance, vision of operation and protection of load 3.4. Materials are labelled/identified and recorded according to site procedures and legislative requirements
4. Store bulk fluids/gases	4.1. Correct storage conditions are determined from instructions/manufacturers specifications/directions 4.2. Containers are checked for safe and clean use 4.3. Containers are filled/emptied according to enterprise standard operational procedures and legislative

ELEMENT	PERFORMANCE CRITERIA
	requirements 4.4. Containers are handled and moved according to site procedures and legislative requirements 4.5. Containers are correctly labelled and stored according to enterprise standard operational procedures and legislative requirements

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 completing dispatch records
- collecting, analysing and organising information by accessing MSDSs and information on storage and handling requirements of goods and materials to ensure safe and secure storage and handling
- planning and organising activities by planning storage so that perishable materials are used in date sequence
- teamwork when working with other staff to ensure appropriate flow of production
- mathematical ideas and techniques by calculating weights and volumes
- problem-solving skills by working out the most appropriate storage and handling procedures for different goods and materials
- use of technology by using computerised stock systems

Required knowledge

- dispatching and receiving production materials
- procedures that are in place for the receipt of goods
- procedures that are in place for the inspection of goods on arrival
- indicators that goods received have been approved for production and comply with the purchase order
- reasons why goods have to be labelled according to operating procedures
- reasons why goods have to be labelled according to legislative requirements
- procedures that are in place if dispatched goods do not reach their destination
- procedures that are in place if goods are not received as requested
- authorised person to sign for goods received
- handling methods and procedures
- production problems that are caused by inconsistent stock handling
- procedure in reporting and recording damaged materials
- could be the alternatives for using damaged stock or materials
- company insurance for damaged stock and materials
- storing and packaging of warehouse/store materials
- the effect of relative humidity and temperature on substrates
- the effect of UV light on exposed rubber blankets or rollers
- materials storage in relationship to their use-by date or shelf life
- storing of heavy or liquid materials on a shelving system

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:

- correct handling, dispatch and receipt of goods in a warehouse/store
- demonstrate an ability to find and use information relevant to the task from a variety of information sources
- demonstrate handling and storage techniques and procedures for at least THREE different types of goods/materials according to 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.

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>Types of stores/warehouses</i> may include:	includes tool, requisition, supply and parts stores, storage, inward/outward warehouse.
<i>Range of packaging</i> may include:	procedures and materials used are appropriate for applications and product requirements and can include plastic and paper board wrap, anti-corrosion coverings, pallets, drums, sacks.
<i>Inventory control processes</i> may include:	processes used to control inward/outward goods include inventory control methods and procedures utilising manual or electronic systems according to standard operating procedures.
<i>Range of equipment</i> may include:	- range of equipment used to move warehouse/store goods includes: - pallet trucks - trolleys - hand trucks.

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Support
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Co-requisite units

Co-requisite units		