Australian Government

Department of Education, Employment and Workplace Relations

# FDFTEC5001A Manage and evaluate new product trials

**Revision Number: 1**

# FDFTEC5001A Manage and evaluate new product trials

## Modification History

Not applicable.

## Unit Descriptor

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| **Unit descriptor** | This unit of competency covers the skills and knowledge required to plan, monitor and evaluate the trialing of new products in production. |

## Application of the Unit

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| **Application of the unit** | This unit applies to the management of the trial in a production environment. New product trials typically involve working with a team of area specialists including product development and engineering experts. |

## Licensing/Regulatory Information

Not applicable.

## Pre-Requisites

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| **Prerequisite units** | | |
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# Employability Skills Information

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| **Employability skills** | This unit contains employability skills. |

# Elements and Performance Criteria Pre-Content

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| 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. |

# Elements and Performance Criteria

| ELEMENT | PERFORMANCE CRITERIA |
|---|---|
| 1. Establish trial parameters | 1.1. New product specifications are defined<br>1.2. Production resource requirements are identified<br>1.3. Project budget and timeline are established<br>1.4. Trial size is appropriate to provide reliable process and production information |
| 2. Prepare for the new product trial | 2.1. New product recipe/formula is scaled to suit trial production<br>2.2. Raw materials/ingredients, packaging components and consumables are identified and confirmed to meet trial requirements<br>2.3. Production equipment is identified, available and suitable for use<br>2.4. Production personnel are available and have the required competencies to operate the trial process<br>2.5. Environmental, food safety and health and safety hazards of the trial process are identified and appropriate control methods determined<br>2.6. Trial documentation format and procedures are agreed<br>2.7. The trial schedule timeline is established and barriers/constraints to achieving schedule are identified, monitored and addressed |
| 3. Develop and communicate information on the trial process | 3.1. Personnel in related work areas and functions are kept informed of trial status and progress<br>3.2. Operators directly participating in the trial are advised of trial parameters, roles and responsibilities<br>3.3. Advice on product specifications and operating procedures is communicated to the project team |
| 4. Monitor trial progress | 4.1. The trial process is monitored to identify actual and potential barriers to achieving the schedule<br>4.2. Trial product is produced within specification<br>4.3. Out-of-specification or unacceptable outcomes are identified and investigated<br>4.4. Unusual or atypical conditions that could affect the achievement of the schedule are identified<br>4.5. Modifications are made and reported as required according to trial arrangements |
| 5. Evaluate trial outcome | 5.1. Trial objectives are identified<br>5.2. Resource allocations are assessed against plan |

| ELEMENT | PERFORMANCE CRITERIA |
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| | 5.3. Trial product is assessed against specifications<br>5.4. Production parameters/operating conditions are compared with scheduled performance<br>5.5. Significant variances are identified and investigated<br>5.6. Improvement opportunities are identified and reported |

# Required Skills and Knowledge

**REQUIRED SKILLS AND KNOWLEDGE**

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

**Required skills**

***Ability to***:

- identify trial objectives and information requirements, including clarifying reporting requirements and formats
- identify trial participants, including clarifying roles, responsibilities and levels of authority (participants may include technical experts, related functions such as planning, quality assurance and engineering and trial process operators)
- establish and maintain effective communication processes to meet the information requirements of all stakeholders
- assess final product specifications against recipe/formulation and processing method to confirm capability
- identify production targets and timeframes against equipment and process capability
- confirm availability of resources to meet trial schedule, such as stock levels, equipment availability and capacity, personnel and storage capacity
- identify competencies required by trial operators and confirm availability, such as arranging training prior to trial
- confirm that all hazards have been identified and appropriate methods of control are in place to control environmental, food safety and OHS hazards (control methods should be selected consistent with the control hierarchy)
- establish a detailed trial schedule to manage the process
- ensure that relevant documentation is available in appropriate formats, including product specifications/recipe formulations, process parameters and operating procedures
- monitor trial progress against detailed plan to identify variances and identify factors that may need to be adjusted to achieve schedule, which may require consultation with operators and other experts
- investigate and report on causes of variation and identify opportunities for improvement, such as participating in/facilitating problem solving processes
- use project planning, scheduling and monitoring skills, such as use of relevant software applications
- collect and evaluate trial information, such as participating in/facilitating an evaluation team
- report on trial outcomes and related improvement opportunities to meet reporting requirements of the trial process
- use communication skills to interpret and complete work information to support operations of work team or area
- demonstrate and support cooperative work practices within a culturally diverse

| REQUIRED SKILLS AND KNOWLEDGE |
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| workforce |
| **Required knowledge** |
| ***Knowledge of***:<br>• trial project parameters, constraints and criteria for evaluating outcomes<br>• sources of expertise available to support the trial process<br>• process documentation procedures and requirements to ensure that the process meets trial outcomes and is consistent with legislative and company policy objectives, including relevant legislation<br>• factors to be taken into account in planning and monitoring the trial process<br>• proposed formulations and preferred processing method to assess constraints and opportunities for improvement, including equipment capability, typical materials usage rates to achieve a given production outcome, and area experts in related roles, such as product development and engineering, where required, to provide additional expertise<br>• systems and procedures for managing OHS, environmental management and food safety through the trial process consistent with the hierarchy of control<br>• investigation and process improvement techniques and processes, including techniques to collect and evaluate trial data<br>• recording systems and requirements |

# Evidence Guide

| **EVIDENCE GUIDE** | |
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| 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** | Assessment must be carried out in a manner that recognises the cultural and literacy requirements of the assessee and is appropriate to the work performed. Competence in this unit must be achieved in accordance with food safety standards and regulations. |
| **Critical aspects for assessment and evidence required to demonstrate competency in this unit** | Evidence of ability to:<br>• establish parameters and conditions and requirements for product trial<br>• establish, document and communicate the procedure for the trial<br>• monitor and evaluate trial outcomes against objectives and set conditions<br>• document all aspects of trial to ensure repeatability and collection of evidence. |
| **Context of and specific resources for assessment** | Assessment must occur in a real or simulated workplace where the assessee has access to:<br>• trial objectives and parameters<br>• new product specifications<br>• raw materials/ingredients, packaging components and consumables<br>• related production equipment<br>• relevant Standard Operating Procedures (SOPs)<br>• communication systems<br>• workplace information recording systems, requirements and procedures. |
| **Method of assessment** | This unit should be assessed together with core units and other units of competency relevant to the function or work role. An example could be:<br>• FDFPPL4005A Establish process capability. |
| **Guidance information for assessment** | To ensure consistency in one's performance, competency should be demonstrated on more than one occasion over a period of time in order to cover a variety of circumstances, cases and responsibilities, and where possible, over a number of assessment activities. |

# Range Statement

| RANGE STATEMENT | |
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| 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. | |
| **Trial conditions** | Trial conditions are consistent with company policies and procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements and takes account of OHS and environmental impact of scheduling arrangements |
| **Achieving schedule** | Achieving schedule involves meeting product specifications within given resource allocations and timelines |
| **Trial processes** | Trial processes typically involve a multi-disciplinary team |
| **Factors to be taken into account in planning and monitoring the trial process** | Factors to be taken into account in planning and monitoring the trial process may include but are not limited to:<br>• product specifications<br>• raw materials/ingredients, packaging components and consumables<br>• storage capacities<br>• production capacity, configuration and availability<br>• processing parameters<br>• labour requirements and availability<br>• trial production targets/timelines<br>• related OHS, food safety and environmental hazards and controls |

# Unit Sector(s)

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| **Unit sector** | Technical |

# Competency field

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| **Competency field** | |

# Co-requisite units

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| **Co-requisite units** | | |
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