



**Australian Government**

# **SFI40511 Certificate IV in Seafood Processing**

**Release 5**

## SFI40511 Certificate IV in Seafood Processing

### Modification History

Release	TP Version	Comments
5	SFI11v2.2	Superseded HRM units from <i>BSB07 Business Services Training Package</i> updated <i>HLTFA311A Apply first aid</i> replaced with <i>HLTAID003 Provide first aid</i> Superseded units from <i>MSA07 Manufacturing Training Package</i> replaced with new units from <i>MSS11 Sustainability Training Package</i>
4	SFI11v2	<i>SFIAQUA412A Develop emergency procedures for on-land operations</i> replaced with <i>SFIAQUA413A Develop emergency procedures for an aquaculture enterprise</i>
3	SFI11v1.3	<i>HLTFA301B Apply first aid</i> replaced with <i>HLTFA311A Apply first aid</i> in response to regulatory changes
2	SFI11v1.1	<i>TLID2010A Operate a forklift</i> replaced with <i>TLILIC2001A Licence to operate a forklift truck</i> in response to regulatory changes <i>TLID3033A Operate a vehicle-mounted loading crane</i> replaced with <i>TLILIC0012A Licence to operate a vehicle loading crane (capacity 10 metre tonnes and above)</i> Equivalent imported units updated Included prerequisites in Packaging Rules
1	SFI11	Initial release

## Description

This qualification represents the competencies relevant to people working in the seafood processing sector of the seafood industry in the capacity of a supervisor, shift manager or process manager.

The qualification will have application for people working:

- on aquaculture farms or fishout/put-and-take operations
- for contract harvesting and on-farm processing companies
- for wholesalers or retailers
- in processing plants.

### Job roles

A person operating at this level will have a wide range of technical skills and/or managerial, coordination and planning responsibilities which may include:

- coordinating advanced processing
- coordinating the handling and slaughtering of harvested stock
- overseeing calibration and maintenance of equipment and facilities
- maintaining food safety and quality control procedures and policies
- supervising or leading work teams.

Work may vary between enterprises.

Job role titles may include:

- leading or senior fish processor
- process manager
- supervisor
- shift manager.

## Pathways Information

### Pathways into the qualification

Pathways for candidates considering this qualification include:

- SFI20511 Certificate II in Seafood Processing
- SFI30511 Certificate III in Seafood Processing
- prior experience related to seafood processing
- vocational and tertiary studies related to seafood processing.

### Pathways from the qualification

After achieving this qualification, candidates may undertake:

- SFI50511 Diploma of Seafood Processing
- SFI50111 Diploma of Aquaculture.

## **Licensing/Regulatory Information**

### **Licensing, legislative, regulatory or certification considerations**

Licences for operating motor vehicles, tractors, forklifts, vessels and other plant apply to some competencies.

## **Entry Requirements**

Not Applicable

## Employability Skills Summary

### EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

#### SFI40511 Certificate IV in Seafood Processing

The following table contains a summary of the employability skills as identified by the Seafood Processing sector for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements and may vary from one agency to another.

Employability Skill	Industry requirements for this qualification include:
Communication	<ul style="list-style-type: none"> <li>accessing, interpreting and applying technical information</li> <li>analysing data and information to determine implications for work operations</li> <li>communicating with all team members in a professional manner</li> <li>completing workplace documentation and records</li> <li>demonstrating effective and appropriate communication and interpersonal skills when dealing with people</li> <li>demonstrating effective and appropriate documentation, communication and interpersonal skills when dealing with internal and external clients</li> <li>developing work instructions, specifications and procedures</li> <li>using a range of communication technologies to support work operations</li> <li>using most appropriate communication method given priority, cost and audience needs.</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>demonstrating leadership skills</li> <li>identifying and managing performance required to meet internal and external customer needs in own work and team work</li> <li>liaising with and providing support to other team members</li> <li>managing organisational processes and provide problem-solving support to others</li> <li>working cooperatively with people of different ages, gender, race or religion.</li> </ul>
Problem solving	<ul style="list-style-type: none"> <li>identifying factors which may affect the product or service to be provided</li> <li>identifying hazards and suggesting control measures</li> <li>identifying, rectifying or reporting potential and actual problems associated with work operations</li> <li>implementing food safety procedures in the workplace</li> <li>investigating problem causes</li> <li>monitoring food safety practices</li> <li>using material and process knowledge to solve problems.</li> </ul>

**EMPLOYABILITY SKILLS QUALIFICATION SUMMARY**

Initiative and enterprise	<ul style="list-style-type: none"> <li>• assessing quality and other indicators of products</li> <li>• assisting in the implementation of continuous improvement processes</li> <li>• determining and acting on situations requiring further information or problem solving</li> <li>• gathering and analysing feedback on products, processes and procedures</li> <li>• providing leadership in the workplace</li> <li>• supporting achievement of efficient production processes.</li> </ul>
Planning and organising	<ul style="list-style-type: none"> <li>• demonstrating time-management skills</li> <li>• identifying hazards and implementing appropriate hazard control measures</li> <li>• optimising work processes</li> <li>• scheduling and sequencing work to maximise safety and productivity</li> <li>• sourcing and preparing materials and resources and ensuring availability to support work operations.</li> </ul>
Self-management	<ul style="list-style-type: none"> <li>• implementing and monitoring workplace procedures and instructions</li> <li>• interpreting and applying relevant Acts and regulations</li> <li>• keeping the work area clean and tidy at all times</li> <li>• managing own time to meet deadlines</li> <li>• monitoring own work and work of team and identifying and acting on any quality issues.</li> </ul>
Learning	<ul style="list-style-type: none"> <li>• assessing work data and information to identify areas for improved performance</li> <li>• being supportive, assertive and using interpersonal skills to encourage workplace learning</li> <li>• gathering feedback on own work to assess effectiveness in meeting objectives and integrate information into own practice</li> <li>• identifying own training needs and seeking skill development if required</li> <li>• implementing learning activities as appropriate to ensure achievement of specified work requirements.</li> </ul>
Technology	<ul style="list-style-type: none"> <li>• ensuring readiness and operational efficiency of workplace technology</li> <li>• helping others use technology efficiently and safely</li> <li>• using computer software applications effectively</li> <li>• working with machines and workplace technology safely and according to workplace standards.</li> </ul>

## Packaging Rules

### Packaging Rules

A total of twenty (20) units of competency must be achieved.

- five (5) core units *plus*
- four (4) seafood processing specialist elective units (Group A) *plus*
- eleven (11) elective units that may be selected from a combination of:
  - Group A seafood processing specialist units not yet selected for this qualification
  - Group B elective units
  - imported units from this Training Package or from any other nationally endorsed Training Package or accredited course. A maximum of four (4) units can be imported, however, at least two (2) of those units must be aligned to Certificate IV or Diploma level. Units must be relevant to seafood processing and not duplicate units already selected.

### Core units of competency

Unit code	Unit title
SFICORE101C	Apply basic food handling and safety practices
SFICORE103C	Communicate in the seafood industry
SFICORE105B	Work effectively in the seafood industry
SFICORE106B	Meet workplace OHS requirements
SFIPROC401C	Evaluate a batch of seafood

### Elective units of competency

#### Group A: Seafood processing specialist units

Unit code	Unit title
SFIAQUA413A	Develop emergency procedures for an aquaculture enterprise
SFIDIST401C	Buy seafood product
SFIEMS301B	Implement and monitor environmentally sustainable work practices
SFIOHS301C	Implement OHS policies and guidelines
SFIPROC402C	Maintain hygiene standards while servicing a food handling

Unit code	Unit title
	area
SFIPROC403C	Follow basic food safety practices
SFIPROC404C	Apply and monitor food safety requirements
SFIPROC405C	Oversee the implementation of a food safety program in the workplace* <i>SFIPROC404C Apply and monitor food safety requirements</i>
SFIPROC406C	Develop food safety programs
SFIPROC407C	Conduct internal food safety audits
SFISTOR301C	Operate refrigerated storerooms
AHCWRK403A	Supervise work routines and staff performance
FDFFS2001A	Implement the food safety program and procedures
FDFFS3001A	Monitor the implementation of quality and food safety programs* <i>FDFFS2001A Implement the food safety program and procedures</i>
MSS403001A	Implement competitive systems and practices
MSS403002A	Ensure process improvements are sustained
MSS403011A	Facilitate implementation of competitive systems and practices
MSS403030A	Improve cost factors in work practices
MSS403032A	Analyse manual handling processes
MSS404050A	Undertake process capability improvements* <i>MSS404052 Apply statistics to operational processes</i>
MSS403051A	Mistake proof an operational process
MSS404052A	Apply statistics to operational processes
MTMCOR404A	Facilitate hygiene and sanitation performance* <i>MTMCOR202A Apply hygiene and sanitation practices</i>



Unit code	Unit title
MTMS313A	Prepare product formulations

**Group B: Other elective units****Seafood processing**

Unit code	Unit title
SFIAQUA216B	Harvest cultured or held stock
SFIFISH311A	Operate vessel deck machinery and lifting appliance
SFIPROC607C	Prepare work instructions for new seafood processing tasks
SFIPROC608C	Provide practical and/or commercial advice to seafood users
AHCLSK319A	Slaughter livestock
FDFSUG218A	Operate a boiler - basic
TLILIC0012A	Licence to operate a vehicle loading crane (capacity 10 metre tonnes and above)
TLILIC2001A	Licence to operate a forklift truck

**Competitive manufacturing**

Unit code	Unit title
MSS402060A	Use planning software systems in operations
MSS402061A	Use SCADA systems in operations
MSS402080A	Undertake root cause analysis
MSS403005A	Facilitate use of a Balanced Scorecard for performance improvement
MSS403010A	Facilitate change in an organisation implementing competitive systems and practices
MSS403013A	Lead team culture improvement
MSS403021A	Facilitate a Just in Time system

Unit code	Unit title
MSS403023A	Monitor a levelled pull system of operations
MSS403040A	Facilitate and improve implementation of 5S
MSS403041A	Facilitate breakthrough improvements
MSS404053A	Use six sigma techniques* <i>MSS404052A Apply statistics to operational processes</i>
MSS404060A	Facilitate the use of planning software systems in a work or team area
MSS404061A	Facilitate the use of SCADA systems in a team or work area

### Occupational health and safety

Unit code	Unit title
HLTAID003	Provide first aid

### Post-harvest operations

Unit code	Unit title
SFIDIST501C	Export product
SFIDIST502C	Import product
SITXMPR401	Coordinate production of brochures and marketing materials
TLIR4002A	Source goods/services and evaluate contractors
TLIA4025A	Regulate temperature controlled stock

### Quality assurance, food safety and environmental management

Unit code	Unit title
BSBRSK401A	Identify risk and apply risk management processes
MTMPSR412A	Participate in product recall

Unit code	Unit title
MTMPSR414A	Establish sampling program
SFIEMS401B	Conduct an internal audit of an environmental management system

**Business services**

Unit code	Unit title
BSBADM407B	Administer projects
BSBADM409A	Coordinate business resources
BSBCUS401B	Coordinate implementation of customer service strategies
BSBEBU401A	Review and maintain a website
BSBFIA302A	Process payroll
BSBFIA401A	Prepare financial reports
BSBITU203A	Communicate electronically
BSBITU305A	Conduct online transactions
BSBITU404A	Produce complex desktop published documents
BSBPUR401B	Plan purchasing
BSBPUR402B	Negotiate contracts
BSBRES401A	Analyse and present research information
BSBWOR301B	Organise personal work priorities and development
TLIR4002A	Source goods/services and evaluate contractors

**Frontline management**

Unit code	Unit title
BSBATSIC411C	Communicate with the community
BSBINM401A	Implement workplace information system

Unit code	Unit title
BSBHRM404A	Review human resources functions
BSBHRM405A	Support the recruitment, selection and induction of staff
BSBINN301A	Promote innovation in a team environment
BSBLED401A	Develop teams and individuals
BSBMGT401A	Show leadership in the workplace
BSBMGT403A	Implement continuous improvement

**Industry leadership Focus A - Sector representation**

Unit code	Unit title
SFILEAD401B	Develop and promote knowledge of the industry sector
SFILEAD402B	Negotiate effectively for the sector
SFILEAD403B	Demonstrate commitment and professionalism

**Industry leadership Focus B - Resource management group membership**

Unit code	Unit title
SFILEAD407A	Provide expert information to a resource management group
SFILEAD408A	Analyse information to develop strategic seafood management options
SFILEAD409A	Negotiate collective outcomes within the resource management group process

**Small business management**

Unit code	Unit title
BSBINM201A	Process and maintain workplace information
BSBSMB301A	Investigate micro business opportunities

Unit code	Unit title
BSBSMB401A	Establish legal and risk management requirements of small business
BSBSMB402A	Plan small business finances
BSBSMB403A	Market the small business
BSBSMB404A	Undertake small business planning
BSBSMB405B	Monitor and manage small business operations
BSBSMB406A	Manage small business finances
BSBSMB407A	Manage a small team

### Training and assessment

Unit code	Unit title
TAEASS401B	Plan assessment activities and processes
TAEASS402B	Assess competence
TAEASS403B	Participate in assessment validation
TAEDEL402A	Plan, organise and facilitate learning in the workplace