



**Australian Government**

# **SFI40611 Certificate IV in Seafood Industry Sales and Distribution**

**Release 5**

## SFI40611 Certificate IV in Seafood Industry Sales and Distribution

### 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5	SFI11v2.2	Superseded HRM units from 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>
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	Equivalent imported units updated Included prerequisites in Packaging Rules
1	SFI11	Initial release

## Description

This qualification represents the competencies relevant to people working within the retail and/or wholesale sector of the seafood industry in a supervisory or leadership capacity. A person operating at this level may be expected to comply with legislative requirements as well as implement a range of enterprise policies and procedures. They will also use their knowledge and skills to solve problems, plan for future work activities and take responsibility for others.

The qualification will have application for people working:

- on fishing dockside or aquaculture farm gate outlets or fishout/put-and-take operations
- for seafood wholesalers, fish markets or retailers
- for transport, storage and holding companies.

## Job roles

Individuals operating at this level will have a broad range of well-developed skills and the ability to adapt and transfer skills to new activities. That person will have some responsibility for decision-making and coordinating team activities.

Their duties may include:

- dealing with suppliers
- handling and basic processing of seafood
- maintaining food safety, occupational health and safety (OHS) and other compliance requirements
- packing, labelling, holding or storage and distribution
- temperature control, including chilling, freezing and deep freezing
- weighing, grading and quality control
- wholesale or retail sales.

Work may vary between enterprises.

Job role titles may include

- sales supervisor
- senior store person or supervisor
- shift leaders or managers
- team leader.

## **Pathways Information**

### **Pathways into the qualification**

Pathways for candidates considering this qualification include:

- SFI20611 Certificate II in Seafood Industry (Sales and Distribution)
- SFI30611 Certificate III in Seafood Industry (Sales and Distribution)
- prior experience related to seafood sales and distribution
- vocational and tertiary studies related to seafood sales and distribution.

### **Pathways from the qualification**

After achieving this qualification candidates may undertake professional development activities in areas of benefit to their workplace and their personal aspirations.

## **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

#### SFI40611 Certificate IV in Seafood Industry (Sales and Distribution)

The following table contains a summary of the employability skills as identified by the Sales and Distribution 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 regulatory information</li> <li>analysing data and information to determine specifications</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> </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 providing 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 food safety and product knowledge to solve problems.</li> </ul>
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</li> </ul>

**EMPLOYABILITY SKILLS QUALIFICATION SUMMARY**

	<ul style="list-style-type: none"> <li>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 ensure 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 and 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>operating refrigeration facilities</li> <li>using computer software applications effectively.</li> </ul>

**Packaging Rules**

## Packaging Rules

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

- four (4) core units *plus*
- four (4) sales and distribution specialist elective units (Group A) *plus*
- twelve (12) elective units that may be selected from a combination of:
  - Group A sales and distribution 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 sales and distribution 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

*\* Note: SFICORE101C is not a required unit for operations that are growing or holding species not destined for human consumption. This includes ornamental or display species, stock for pearls, and stockers for conservation purposes. The unit FDFOP2063A Apply quality systems and procedures, is to be used in its place.*

## Elective units of competency

### Group A: Sales and distribution specialist units

Unit code	Unit title
SFIDIST301C	Wholesale product
SFIDIST401C	Buy seafood product
SFIDIST501C	Export product
SFIDIST502C	Import product
SFIPROC404C	Apply and monitor food safety requirements

Unit code	Unit title
SFIPROC405C	Oversee the implementation of a food safety program in the workplace* <i>SFIPROC404C Apply and monitor food safety requirements</i>
AHCWRK403A	Supervise work routines and staff performance
FDFFS3001A	Monitor the implementation of quality and food safety programs* <i>FDFFS2001A Implement the food safety program and procedures</i>
MTMCOR404A	Facilitate hygiene and sanitation performance* <i>MTMCOR202A Apply hygiene and sanitation practices</i>

### Group B: Other elective units

#### Environmental management

Unit code	Unit title
SFIEMS301B	Implement and monitor environmentally sustainable work practices
SFIEMS401B	Conduct an internal audit of an environmental management system
BSBRK401A	Identify risk and apply risk management processes

#### Occupational health and safety

Unit code	Unit title
HLTAID003	Provide first aid

#### Seafood processing

Unit code	Unit title
SFIAQUA413A	Develop emergency procedures for an aquaculture enterprise



Unit code	Unit title
SFIDIST201C	Prepare, cook and retail seafood products
SFIDIST202C	Retail fresh, frozen and live seafood
SFIOHS301C	Implement OHS policies and guidelines
SFIPROC101C	Clean fish* <i>SFIPROC106B Work with knives</i>
SFIPROC105B	Fillet fish and prepare portions* <i>SFIPROC106B Work with knives</i>
SFIPROC106B	Work with knives
SFISTOR301C	Operate refrigerated storerooms
FDFFS2001A	Implement the food safety program and procedures
FDFOP2010A	Work with temperature controlled stock
SIRXCLM402	Manage store facilities
SIRXINV005A	Control inventory
SIRXMER004A	Manage merchandise and store presentation
SIRXRSK404	Control store security
TLID1002A	Shift a load using manually-operated equipment

### 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
BSBEBU501A	Investigate and design e-business solutions

Unit code	Unit title
BSBFIA302A	Process payroll
BSBFIA401A	Prepare financial reports
BSBITU203A	Communicate electronically
BSBITU305A	Conduct online transactions
BSBITU404A	Produce complex desktop published documents
BSBRES401A	Analyse and present research information
BSBSUS301A	Implement and monitor environmentally sustainable work practices
BSBWOR301B	Organise personal work priorities and development

### Frontline management

Unit code	Unit title
BSBATSIC411C	Communicate with the community
BSBHRM404A	Review human resources functions
BSBHRM405A	Support the recruitment, selection and induction of staff
BSBHRM501B	Manage human resources services
BSBINM401A	Implement workplace information system
BSBINN301A	Promote innovation in a team environment
BSBLED401A	Develop teams and individuals
BSBMGT401A	Show leadership in the workplace
BSBMGT403A	Implement continuous improvement
BSBMGT502B	Manage people performance

### Industry leadership Focus A - Sector representation

Unit code	Unit title
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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
BSBSMB401A	Establish legal and risk management requirements of a 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

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